Elizabeth Salako

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# Education

**June 2018**

**High School Diploma**, Francis T. Maloney High School – Meriden, CT

GPA 3.9

*with Honors and Distinction of 25 credits*

**January 2020-January 2023**

**Undergraduate Student,** Middlesex Community College – Middletown, CT

Currently pursuing an Associate Degree in Computer Information Technology with Programming Track.

# Technical experience

**Middlesex Community College – Middletown, CT**

**Intern at the Middlesex Community College Technology Center** | September 2022 – October 2022

* Assist students, faculty, and staff with outstanding services in booking appointments and responding to emails.
* Researching and identifying emerging hardware and software technologies.
* Providing my skills in using Microsoft Word, Excel, and Adobe Photoshop to make brochures and posters.
* Create a welcoming environment for all students, faculty, and staff.
* Assist with Troubleshooting.

**Meriden City Hall – Meriden, CT**

**IT Department, Intern** | October 2022– December 2022

* Cooperate with Interns and IT staff on projects.
* Support the City Hall IT team and other departments with hardware and software maintenance.
* Repair and recycle types of equipment.
* Learning to manage emails and tickets.
* Traveled to the City of Meriden Fire Station, Senior Center, Health Center, and Hubbard Park Construction Area to assist in installing computer monitors and configuring the software.
* Assist in adjusting pc settings for the Senior Center for the public to use.
* Research and identify emerging technologies, hardware, and software to provide recommendations for my team for improvements.
* Replace and take apart hardware parts.

# experience

**The Y (YMCA) – Meriden, CT**

**Summer Camp Counselor - Part-Time** | June 2017 – August 2017

* Provided a safe and positive learning environment for school children K-12.
* Planned and implemented engaging learning opportunities.
* Collaborated with co-counselors and other staff members to share and prepare for events.
* Promoted a welcoming environment for all children, parents, and staff members.

# Relevant coursework

* Programming Logic with Java
* Technical Writing
* Calculus 1
* Object-Oriented Programming using Java
* Database Application
* Database Design
* Internet Web Design
* Network Security Fundamentals

# Technical Skillset

* SQL (PostgreSQL and Microsoft SQL)
* Windows
* IOS
* macOS
* Java
* CSS
* HTML
* JavaScript
* MySQL
* Adobe Cloud
* Web development
* Python
* Microsoft 365
* Hardware and Software Repair
* Software Installation
* Troubleshooting
* Windows Server

# Skills

* Customer service-oriented
* Team oriented
* Professional Retail sales
* Time management
* Problem-solving
* Mathematics
* Product knowledge
* Multitasking