

Miko Miller

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Education:

University of Pittsburgh , Pittsburgh, PA	Expected: April 2025
Bachelor of Science in Computer Science	GPA: 3.47
Bachelor of Science in Digital Narrative & Interactive Design	
Minor in Creative Writing	

Skills:

Java | C | Python | Git | Microsoft Word | Microsoft Excel | Adobe Premiere Pro | Twine | HTML
Communication | Customer Service | Leadership | Writing

Relevant Experience:

DiCenzo Personnel Specialists , Pittsburgh, PA	June - August 2021, 2022, 2023
Office Assistant	
<ul style="list-style-type: none">Created fillable PDF and Microsoft Word versions of tax forms with locked editing capabilitiesOrganized files and information using Microsoft Excel and other office applicationsHandled phone calls, emails, and client correspondence with professionalismDisplayed customer service skills by addressing inquiries and resolving client issues under pressureGained experience in leadership and supervising roles	

Project Experience:

Algorithm for Word Puzzle Games - academic project	August 2022 – January 2023
<ul style="list-style-type: none">Program included importable dictionaries stored in self implemented structure of tree and node classesAccepts strings of letters and outputs all possible words using part or all of the input string	
Software Quality Assurance Deliverable – academic project	August 2023 - present
<ul style="list-style-type: none">Conducted testing on programs using methodical testing for minimum 85% test coveragePrepared concise reports on found defects, test cases, and possible errors	
August Wilson Memoire – Pittsburgh Cultural Trust	August – January 2021
<ul style="list-style-type: none">Worked with colleagues to document and augment stories of August Wilson from community membersUtilized software to enhance recorded audio interview by removing background soundsCombined archived images and sound samples to create an interactive video story	

Community Involvement:

University of Pittsburgh Wushu Club , Member	August 2021 - present
Office of Vocational Rehabilitation , Volunteer Supervisor	June - August 2022, 2023
University of Pittsburgh Rainbow Alliance , Member	August 2021 - present
Independent Writers Server , Volunteer Editor	May 2018 – present