

Krysta Parker

Suffolk, VA · Krysta.parker431@gmail.com · 757.774.5108 · www.linkedin.com/in/krystaparker

EXECUTIVE SUMMARY

Aspiring developer, and artisan with a passionate mindset about blending creativity with technology. Crafting immersive experiences, captivating stories, and innovative solutions while excelling in organization and support. Dedicated to turning ideas into reality through a unique blend of skills and vision. Detail-oriented, professional, and proactive self-starter with effective communication skills and proven leadership abilities, gained through extensive administrative assistant experience.

EDUCATION

OLD DOMINION UNIVERSITY

Bachelor of Science, Computer Science
Minor: Cybersecurity

Expected December 2025

Norfolk, Va

Team member of Data Science Club. Completed 1 year of Chinese language learning. Skills developed during time studying include object-oriented programming, Java, data structures and concepts, team collaboration, UNIX, Linux, and more.

TIDEWATER COMMUNITY COLLEGE

Associates of Science, Computer Science

Graduated May 2023

Norfolk, Va

Secretary in a student ran coding club. Skills developed during time studying include C++, HTML & CSS, basic programming syntax, team management, and leadership.

PROFESSIONAL EXPERIENCE

McKenzie Parker Benn & Associates LLC

Administrative Assistant (Unpaid and Part-time)

March 2023 - Present

Suffolk, VA

- Direct Communication with clients to provide support and schedule meetings with correct department
- Enter and file digital and physical data. Handle confidential information
- Collaborate with departments to identify the next steps with a client
- Prepare needed documentation for upcoming meetings
- Process Payroll

PROFESSIONAL ACTIVITIES AND LEADERSHIP

TIDEWATER COMMUNITY COLLEGE CODING CLUB

Secretary

February 2022 – May 2023

Norfolk, Va

- Schedule and host weekly meetings as well as took notes during meetings using Zoom
- Met and collaborated with president and vice to discuss next plans for upcoming events and meetings
- Monitored and guided student developers during group projects as well as assist students in need of help with outside projects
- Found and research resources for upcoming meetings and projects. Designed club logo and managed club's Discord, a community communication app