NARINEE "RITA" NOPPAKOVAT

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SUMMARY

Hardworking student with a passion for information technology. Familiar with Waterfall and Agile methodologies. Experienced in client relationship management and driven to meet deadlines in an organized fashion.

TECHNICAL SKILLS

- ❖ **Languages:** HTML, CSS, JavaScript, Java, C#
- ❖ **Operating Environment:** Windows 10
- ❖ **Business Tools:** Internet Applications, Microsoft Office Suite, Visual Studio 2022
- ❖ **Typing Speed:** 120 WPM, ~98% accuracy

OTHER SKILLS

- ❖ Proofreading and Editing
- ❖ Attention to Detail
- ❖ Interpersonal Communication
- ❖ Conflict Resolution
- ❖ Process Monitoring

EXPERIENCE

Title Service Runner, MAY 2019 - AUG 2021
Title Support Services, Seattle, WA
- ❖ Maintained strong connections with at least 10 title companies
- ❖ Processed documents given by title companies for recording and filing purposes
- ❖ Handled checks regarding property/mobile home payments
- ❖ Retrieved, scanned, and emailed certified/uncertified documents utilizing computer directories or microfiche readers

Peer/Specialty Tutor, JUL 2013 - APR 2019
Pierce College Tutoring Center, Lakewood, WA
- ❖ Provided students guidance on how to take effective notes
- ❖ Nurtured study techniques within students based on material
- ❖ Encouraged academic integrity and supported capabilities
- ❖ Reinforced visual and kinesthetic learning through repetition
- ❖ Alleviated confusion through use of Socratic method

ACTIVITIES

Math Help, JUL 2013 - AUG 2013
Arlington Elementary School, Lakewood, WA
- ❖ Aided teachers by encouraging students of various ages to participate in activities
- ❖ Monitored classes of up to 25 children weekly
- ❖ Applied safe practices during breaks

PROJECTS

Front-End Developer, JAN 2022 - MAR 2022
University of Washington, Tacoma, WA
- ❖ Collaborated in a group of 6 members to create a website for a restaurant
- ❖ Communicated and updated restaurant owners with website's progress weekly
- ❖ Determined general design using HTML, CSS, and JavaScript
- ❖ Ensured accessibility and easy interaction for web visitors

EDUCATION

Bachelor of Science, Expected: JUN 2023
University of Washington, Tacoma, WA
- ❖ Major in Information Technology
- ❖ Minor in Mathematics

Associate of Science Track-II, 2018
Pierce College Fort Steilacoom, Lakewood, WA