Kaylee Hartman

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Current Address: Permanent Address:

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Stillwater, OK 74075 Tulsa, OK 74133

**Education:**

Oklahoma State University Fall 2013 - Current

Major: Computer Science Expected Graduation Date:

Registration Status: Senior Fall 2017

**Work Experience:**

Oklahoma State University Foundation

* Prospect Development Student Worker May 2016 – Current
* Read 5 daily, 1 weekly, and 2 biweekly news publications consistently for information regarding Oklahoma State alumni to ensure constituent databases were up-to-date.
* Wrote a program in Java that inputs data from 2 online databases and compares to data from constituent databases. It determined capacity of a constituent, kept constituent database updated, and sped up my work process.

Hilti North America

* Distribution Center Team Member Summer 2015
* Packed customer orders and assisted moving the entire National Distribution Center, over 120 truckloads of material, within three days.
* Logistics Summer Student Summer 2013
* Gathered information from UPS website relating to transit times for a project and helped analyze cost effectiveness of consolidating returns network.
* Helped NDC inbounding team implement new global standard processes.
* Logistics Summer Student Summer 2012
* Designed and implemented a new process for replenishment in the NDC in Tulsa. In first two weeks of implementation, managed the replenishment team, tracked lines per hour, and distributed work load.
  + Analyzed year-to-date CCN’s to validated root cause of the notifications.

**Activities:**

* Association for Computing Machinery (ACM), Treasurer Fall 2016 - Current
* FIRST Red River Robotics Team, Mentor Springs of 2014, 2015, & 2016
* Oklahoma State American Sign Language Club Fall 2016 - Current
* Kappa Delta National Sorority, Member Fall 2013 - Current

**Skills:**

* Proficient in languages, Java and Visual Basic and familiar with C/C++,
* Proficient in Microsoft Office programs, Word, PowerPoint, Excel, and Outlook.
* Basic SAP skills, basic Raiser’s Edge skills.
* Proficient in design programs, Adobe Photoshop and Autodesk Inventor.