Cole Manning

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EXPERIENCE

WPI/Clark Small Business Digitization Program Volunteer
Jun 2020 - Present
Worcester Polytechnic Institute & Clark University
Remote
- Worked directly with clients in a small team setting via remote conferences
- Determined client's needs and budget and proposed potential service subscriptions
- Created and updated websites for small businesses using popular web-builders
- Educated clients on use of new website

Computer Lab Assistant
Oct 2019 – Present
Worcester Polytechnic Institute
Worcester, MA
- Set up new machines (imaging, installing drivers and requested software, physical setup)
- Assisted professors and grad students with machines and technical issues or questions
- Troubleshot faulty computers and equipment
- Contacted users to schedule upgrades and install software

IT Assistant
Jun 2017 - Aug 2019
Francis W. Parker Charter Essential School
Devens, MA
- Provided general IT support and troubleshooting to teachers
- Maintenance tasks (running new Fiber/Ethernet cabling, replacing and re-imaging hard-drives)
- Troubleshot faulty computers, printers, and miscellaneous technology

Library Page
Sept 2015 – Aug 2019
Hazen Memorial Library
Shirley, MA
- Assisted patrons with library computers and questions about library services
- Shelved books, weeded old books, pulled holds, library cleanup, and other such miscellaneous tasks

EDUCATION

Worcester Polytechnic Institute
Worcester, MA
Pursing Bachelor of Sciences in Computer Science
Class of 2023
- GPA of 3.60 (as of Sept. 2020)
- Highlighted Courses: Algorithms, Object Oriented Design Concepts, System Programming Concepts

Francis W. Parker Charter Essential School
Devens, MA
High School Diploma
Class of 2019
- Independent Senior Project on Web Application Development: rvrx.github.io/ParkerProjects
  Project was written in HTML, CSS, SQL, and PHP (Slim and Twig frameworks)
- CyberPatriot Semi-Finalist 2018, 2019
- IT Student Worker (School Service)

TECHNICAL SKILLS

Languages: Java, C/C++, HTML/CSS, LaTex, JavaScript
Software: Adobe Suite, MS Office 365, JetBrains IDEs, git/GitHub
Operating Systems: Windows, Mac OS, Linux