

1 Bainbridge Way  
Bluffton, SC 29910  
Mobile: (732) 492-9323

## ALEXIS M. MILLER

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### EDUCATION

**Bluffton, SC** **University of South Carolina Beaufort** **August 2016 – Present**

- B.S. in Computational Science, expected Spring 2020 (Overall GPA: 4.00)
- *Selected Undergraduate Coursework:* MATLAB; Intro to Computational Science
- *In progress coursework:* Java Programming & Algorithm Design I; Database Management Systems; Web Programming (HTML/CSS & Javascript)

### EMPLOYMENT

**Supplemental Instruction** **USC Beaufort** **Fall 2017 – Present**

College Algebra

- Devised lesson plans and study sheets for group review sessions held 2-3 times per week.
- Worked one-on-one with students during office hours 3 times per week, adapting lessons to their personal learning styles.
- Communicated with course professor weekly to target difficult chapters.

**Math tutor** **USC Beaufort** **Fall 2017 – Present**

College Algebra – Calculus I

- Explained complex math concepts by breaking them down into easy-to-understand terms.
- Assisted students in improving by an average of one letter grade.

**Transcription & Quality Assurance** **TranscribeMe, Inc.** **August 2014 – August 2017**

- Transcribed and reviewed files using self-developed text expansion hotkeys to improve throughput by ~50%.
- Maintained an accuracy rating of 99% on all work.

### VOLUNTEER WORK

- **Volunteer & Foster, Palmetto Animal League** (May 2013 – present)
- **Computational Science Note-taker, USCB** (Fall 2017 – present). Worked with disability services to provide notes to students with documented needs.
- **Read Across America** (Spring 2016). Basic administrative duties (welcome desk).
- **S.O.A.R. Special Olympics** (Spring 2016). Assisted with basic event organization.

### PROJECT EXPERIENCE

- **Heritage Library Foundation** (2017 – present). Working with a team to migrate the Heritage Library Foundation (HLF) website from Textpattern to SquareSpace, a modern, responsive CMS (content management system). The HLF is a non-profit organization that offers resources for exploring ancestry and regional history in the Hilton Head Island area. Trello, SquareSpace, custom HTML/CSS. *Launch by end of 2017.*

### SELECTED ACTIVITIES, HONORS, AND AWARDS

- **National Science Foundation S-STEM Scholarship** (Fall 2016 – present)
- **Membership Chair, ACM Student Chapter at USCB** (Fall 2017)
- **Secretary, Gamma Beta Phi Honor Society** (Fall 2017)
- **USC President's List** (Fall 2016, Spring 2017)
- **Certificates completed for MOOC Coursework:** HTML & CSS (Codecademy)

### LANGUAGES AND TECHNOLOGIES

- Novice: MATLAB, HTML/CSS
- Beginner: Java, Javascript, MySQL
- JetBrains WebStorm, Git/Bitbucket, SquareSpace, Trello, GreenFoot, CodePen