

Tessa Nyquist

TessaNyquist@outlook.com | 6901 Georgetown Pike, McLean VA 22101 | 703-508-5419

EDUCATION

JAMES MADISON UNIVERSITY, Harrisonburg, VA

August 2022

Bachelor of Science in Computer Science and Bachelor of Arts in Political Science

Cumulative GPA: 3.068, *Dean's List*, Summer 2020

National Security Agency (NSA) Information Systems Security Professionals Certification

PROFESSIONAL EXPERIENCE

Alan Lescht and Associates, Washington, D.C.

July 2022 – Present

Legal Administrative Assistant

- Assisted with the discovery process by identifying, preserving, and collecting plaintiffs' information in response to discovery requests
- Proactively gathered key information from plaintiffs and created plaintiff declarations database in Microsoft Excel to decrease time in the information-gathering process and to support the attorneys' claims in a collective action
- Maintained and managed the contact information for over 2,000 plaintiffs using Excel to provide attorneys with a user-friendly system to track the status of pending lawsuit
- Assisted with the intake process by ensuring relevant information was captured in an efficient manner and synthesizing essential information for attorneys

Alan Lescht and Associates, Washington, D.C.

July 2021 – August 2021

Summer Internship

- Ensured client's complex employment law files were complete and organized files into a cloud-based system
- Served in a client-facing role and professionally engaged with clients as the first point of contact for the law firm

PROJECTS

James Madison University, Harrisonburg, VA

August 2020 – December 2020

Hacking for Diplomacy

- Utilized ArcGIS as a data visualization tool to effectively highlight and convey the widespread negative impacts of Chinese dams on the Mekong River Region
- Worked with the NGA as a sponsor and researched transboundary rivers like the Mekong and the Brahmaputra and their impact on China and India's rivalry and its effect on the surrounding region
- Assisted in creating a website and added updates to the project on the team's websites to ensure stakeholders were aware of changes and updated analysis related to the Mekong River Region

James Madison University, Harrisonburg, VA

August 2020 – December 2020

Data Recovery Project

- Implemented C code that classified and mapped incoming file fragments to reconfigure files to effectively recover damaged files
- Analyzed header and footer fragments to ensure all data in reconfigured files were complete and accurate

RELEVANT SKILLS & COURSEWORK

Technical Skills: Java, C, Python, ArcGIS, Microsoft Excel, Linux, MacOS, Bash, GitHub, Visual Studio Code

Coursework: Math 220 Elementary Statistics, Math 232 Calculus with Functions II, CS430 Applied Algorithms