

# BRIDGETTE BEACH-BANKOLE

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## PROFILE

Aspiring administrative assistant professional with a deep passion for cybersecurity, currently pursuing a degree in Computer Science. Excels at customer service, data analysis, and digital marketing.

## EDUCATION

Pace University, Seidenberg School of Computer Science and Information Systems	Pleasantville, NY
Bachelor of Arts (BA) in Computer Science   Concentration: Cyber Security   GPA: 3.0	May 2026
Mount Vernon High School	Mount Vernon, NY
High School Diploma   Honors: National Honor Society   GPA: 3.4	June 2019

## RELEVANT COURSEWORK

Advanced Coding in Python | Database Management | Web Design for Non-Profit

## TECHNICAL SKILLS

**Programming Languages:** Python, HTML, CSS, MySQL

**Software & Tools:** Microsoft 365, Adobe Express

**Operating Systems:** Windows, MacOS

## ACADEMIC PROJECTS & LABS

### Personal Portfolio

March 2023– May 2023

- Designed and developed a portfolio website for my podcast, Moietty, using HTML and CSS to provide a comprehensive background of my skillset, prior achievements, and mission statement.

### Rosebud

March 2024 – April 2024

- Modeled a game titled ‘Rosebud’ using Python/PyGame, based on the Alien-Invasion prototype.
- ‘Rosebud’ was a testament to my ability to apply my programming skills creatively. The objective was to allow the user to eliminate treats in the fleet one by one using the player, who is a cat. This fun interactive game was reminiscent of software games from the 1990s, showcasing my ability to create engaging user experiences.

## PROFESSIONAL EXPERIENCE

### Trader Joe's

Las Vegas, NV/Scarsdale, NY

Section Leader/Sales Associate

February 2019 – October 2023

- Managed procurement and inventory of nutritional bars for Trader Joe's, implementing an innovative ordering system to optimize stock levels.
- Collaborated with suppliers to ensure consistent product availability and resolve supply chain issues, enhancing store efficiency.

## ACTIVITIES / VOLUNTEER WORK

### Women of the Word Club, Member

March 2024-Present

- Member of the Women of the Word Club, actively advancing women's leadership and empowerment through various initiatives, including counseling services for young women and fostering fellowship among Christian women of faith.

### World Science Festival, Volunteer

- Devised ornate displays for participants to enhance their engagement with scientific concepts.
- Constructed hands-on, interactive experiments incorporating various scientific principles to educate and entertain the public.
- Managed preparation tasks before the event to ensure smooth execution and a memorable experience for attendees.

### Sunrise Senior Living, Volunteer

- Planned and organized festive events for elderly community members at Sunrise Senior Living, which successfully promoted social interaction and well-being. This experience allowed me to develop strong organizational and interpersonal skills, as well as a deep understanding of the importance of community engagement and social support for the elderly.
- Served as a leader for the Knitting, Bingo, and Crossword Puzzle Clubs, fostering community and participant engagement.
- Acclimated new residents to their environment, providing support and assistance to ensure a smooth transition into their living arrangements.

### West Indian Day Parade & 5<sup>th</sup> Avenue Street Fair, Event Coordinator

- Assisted with organizing and managing the West Indian Day parade and 5th Avenue Street Fair, collaborating with vendors, coordinating logistics, and ensuring a smooth and successful event.

- **Tasty for Tommie's** food service stand allowed me. Experience in recording cash transactions, keeping inventory of specific dishes, bridging our clientele to the broader services the owner offered for catering services, including phone calls and emails, and devising the presentation of organization and setup. Scheduled meetings with vendors and participants.