Gabriel Bergstrom

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PROFESSIONAL EXPERIENCE

Dun Brothers Coffee   **September 2016 – November 2016**
Barista
- Hand craft hot and cold beverages to order
- Prepare breakfast foods and pastries to order
- Stock and clean work area during shifts
- Speaks with customers and provide recommendations based on their needs

Reeher LLC, St. Paul, MN   **June 2016 – August 2016**
Software Engineer Intern
- Design and implement software for Reeher Platform
- Use front-end web development programming to design software
- Work with manager, product manager, and team members to plan sprints
- Work with a development team to complete 2 week sprints
- Participate in code reviews to receive feedback for further improvement

Sauro & Bergstrom, PLLC, Woodbury, MN   **April 2012 – June 2016**
IT Support/Reception Desk/Clerical Support
- Provide onsite technical support for computer issues for an insurance and construction law firm
- Utilize WordPress to maintain and update the firm website
- Update and maintain the firm's social media accounts
- Scan documents onto the online filing system
- Handle reception desk, including all incoming calls and greeting clients, attorneys, and vendors
- Interview and assist with potential new clients
- Email legal documents and information to clients, opposing law firms, and professional vendors
- Create legal binders and files
- Record and provide staff expenses to the firm bookkeeper on a monthly basis
- Deposit checks into the firm's bank account and trust account
- Schedule meetings for attorneys and paralegals
- General assistance for attorneys and paralegals, including delivering checks, obtaining signatures, purchasing office supplies, and other miscellaneous work as assigned

FORMAL EDUCATION

Augsburg College   **September 2014 - Present**
Major: Computer Science BS
Anticipated graduation date: Spring 2018

Technical Skills
- WordPress
- Microsoft Office
- Social media (Facebook, Twitter, Linkin, Instagram)
- Java

- HTML
- CSS/SCSS
- JavaScript
- JQuery

HONORS AND EXTRA-CURRICULAR ACTIVITIES
- Dean's List Spring 2015, Spring 2016
- Radio Show at KAUG
- Executive Board Member of KAUG Radio