**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