

Branko Rokov
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CAREER OBJECTIVE

To obtain employment with the New York State Insurance Fund.

EDUCATION

Bishop's University - B.Sc Computer Science - Degree Received June 2020
Sherbrooke, Quebec Canada

RELEVANT COURSES

- Data Structures
- Object Oriented Programming
- Dynamic Web Page Design
- Software Engineering
- Algorithms

TECHNICAL SKILLS

Technologies: Java, C++, HTML5/CSS3, JavaScript, jQuery, Node.js, Bootstrap 4.

Operating Systems: Experience with MacOS and Windows.

Microsoft Office: Word, Powerpoint, Excel, Outlook.

WORK EXPERIENCE

NYS Department of Taxation and Finance: Tax Information Aide - January 2021 - Present

- Review tax returns to identify potential cases of identity theft. Forward cases to appropriate parties when necessary.
- Update and process tax returns submitted with missing information using documents provided by the taxpayer. Responsible for entering new data and adjusting the return.

LEADERSHIP EXPERIENCE

- Chairperson of the Bishop's University On Campus Dining Committee during the 2017-2018 academic year. Responsibilities included leading bi-weekly meetings and addressing student concerns regarding on campus dining venues and helping to mediate solutions with Sodexo management.
- Secretary of the Bishop's University On Campus Dining Committee during the 2016-2017 academic year. Responsibilities included scheduling meetings in accordance with member schedules and taking notes during meetings.
- Employed as Resident Assistant and as Senior Resident Assistant at Bishop's University during the 2016-2017 and 2017-2018 academic years, respectively.