

Contact

bstefansen11@gmail.com

www.linkedin.com/in/blake-stefansen (LinkedIn)

bstefansen.github.io/Portfolio/ (Portfolio)

github.com/bstefansen (Other)

Top Skills

Geographic Information Systems (GIS)

HTML5 and CSS3

JavaScript

Certifications

Responsive Web Design Certification

40-hour OSHA HAZWOPER Online

Honors-Awards

Honors Graduate

Charles L. Blount Scholarship

Florida Bright Futures Scholarship

Florida Credit Union Scholarship

The Education Foundation Senior Scholarship

Blake Stefansen

Student | University of Florida

Gainesville, Florida

Summary

Presently a senior at the University of Florida achieving a bachelor's in geology and certificate in GIS while pursuing software development. Adept in Microsoft Office products and data analysis. Trusted with overseeing inventory management for the Florida Credit Union and pioneering ordering systems for company branches. Additionally, drafted and optimized procedures for diverse office tasks while auditing various accounting projects.

Experience

Florida Credit Union

Office Assistant

January 2016 - April 2019 (3 years 4 months)

Gainesville, Florida

Launched first annual cost analysis report of office supplies, informing senior management of decisions for optimizing annual savings. Constructed and managed ordering systems for company supplies, streamlining ordering procedures for company branches and departments. Reduced vendor pricing of office supplies. Drafted and optimized procedures for diverse office tasks. Supervised inventory of corporate office to enhance workflow for office personnel.

Education

University of Florida

Certificate, Geospatial Information Analysis (GIS) · (2019 - 2020)

University of Florida

Bachelor's degree, Geology · (2018 - 2020)

Santa Fe College

Associate of Arts - AA, Geology · (2017 - 2018)