

Simon Burrows

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EDUCATION:

Allegheny College, Meadville, PA 2016 - Present
Computer Science Major, Economics Minor

Brighton High School, Rochester, NY 2012 - 2016
3.88 GPA, Regents Diploma, Advanced Designation with Honors, Mastery in Mathematics, Mastery in Science

HONORS and AWARDS:

Allegheny Trustee's Scholarship, 2016-2020
AP Scholar with Distinction, 2016
AP Scholar with Honor, 2015
American Chemical Society Award, 2014

WORK EXPERIENCE:

Brighton Memorial Library, Rochester, NY - Page August 2015 - Present
Organized library materials and communicated with and assisted coworkers and patrons.

Brighton Baseball and Softball Academy, Rochester, NY - Baseball Coach 2013 - 2015
Coached children of all ages in baseball skills.

Geek on the Go, Rochester, NY - Intern August 2016
Interned for an in-home IT service. Went into homes of customers and helped solve their computer issues.

VisualDx, Rochester, NY - Data Analyst Intern June 2017 - August 2017
Restructured how the workflow moves amongst various departments, cleaned up old data with Salesforce Applications. Involved contract setup, account manager ownership updates, creation and automation of reports, and adding Definitive information to all accounts. Used Difinitive, and Salesforce for these tasks. Created documents to be used within the company for the structures in Salesforce.

LEADERSHIP EXPERIENCE:

Brighton High School:
Co-President of Science Research Club, 2015-2016
Treasurer of Outdoors Club, 2014-2015

SKILLS:

Proficient with Microsoft Word, Powerpoint
Experience with Excel, JAVA, Python, HTML/CSS, JavaScript
Troubleshoot computer software issues
Build and design computers
Skilled in SalesForce report and dashboard creation

CERTIFICATIONS/CREDENTIALS:

Lightning Experience Specialist	July 2017
SalesForce	
Reports and Dashboard Specialist	July 2017
SalesForce	
Security Specialist	August 2017
SalesForce	
Process Automation Specialist	August 2017
SalesForce	

REFERENCES AVAILABLE UPON REQUEST