

Caitlin Talerico

Self-taught programmer looking to develop software for the ever-growing world of tomorrow. Open-minded and eager to learn and grow alongside a like-minded team.

Education

University of Colorado at Colorado Springs Colorado Springs, CO

BA in English Literature Graduated Dec. 2019

- Magna Cum Laude

Embry-Riddle Aeronautical University Prescott, AZ

Attended Aug. 2013 – May 2015

- Coursework in MATLAB and Advanced Mathematics

Work History

Inventory and Ordering Manager Colorado Springs, CO

Ola Juice Bar Aug. 2017 – Sept. 2021

- Revised and implemented existing training manual, streamlining the training process and ensuring employee success.
- Balanced supply needs with company budget and space limitations to maintain proper inventory for store.
- Determined readiness of restaurant menu with food cost analysis, edited and approved final versions for in-store use.

Administrative Assistant Colorado Springs, CO

Vigil and Alford, LLC May 2013 – Aug. 2013

- Performed basic office tasks, including answering and routing incoming phone calls, faxing and filing professional documents, and greeting incoming clientele.
- Completed data entry into Clio and organized client information.

Professional Skills

- Python Programming
- Editing
- Training
- Customer Service
- Collaboration
- Verbal and Written Communication
- Proficient in Microsoft Word and Excel

Personal Skills

- Self-Motivated
- Detail-Oriented
- Patient
- Inquisitive
- Positive
- Time Management

Hobbies and Interests

- Creative Writing
- Hiking
- Plastic Models
- Reading