

# Carrie Reed

carriereed3@hotmail.com

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## Objective:

I'm currently seeking a full-time opportunity in a new city. I am interested in fields such as game programming, web programming, Jr. software engineering, or database admin.

## Skills:

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| ❖ C++               | ❖ Data Cleaning     |
| ❖ Python            | ❖ Train New Hires   |
| ❖ SQL               | ❖ Customer Service  |
| ❖ Java              | ❖ Detailed Oriented |
| ❖ C#                | ❖ Microsoft Office  |
| ❖ Web Dev Languages | ❖ MySQL             |
| ❖ Web Scraping      | ❖ Self-starting     |

## Abilities:

- **Github, Replit** and several **IDE's**
- Software Development Life Cycle **SDLC**
- Relational **databases** and **spreadsheets**
- Able to handle any situation with calm and grace
- Adept at accomplishing multiple task simultaneously and effectively work under pressure
- Able to perform duties without direct supervision, or as a team player

## Work History:

<b>Danville Area Community College</b>	<b>Danville, IL</b>	<b>2019 – Current</b>
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**Information Specialist:** Run and analyze the National Student Clearing House enrollment and degree report, clean the data and correct the error report, communicate with Clearing House and financial aid about compliance guidelines on enrollment reporting, set up new student orientations, enter applications into the Colleague Database, update student information forms, switchboard, direct student and visitor traffic, help coworkers and supervisors with projects, and participate in the Diversity Team on campus.

<b>Landmark Credit Union</b>	<b>Danville, IL</b>	<b>2016 – 2018</b>
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**ACH Coordinator:** Began as a teller and ended as the ACH Coordinator. Run and analyze Automated Clearing House (ACH) reports, run exceptions/return list, file sensitive paperwork and information, unarm or arm the alarm system, open and close the teller area, monitor accounts for fraudulent activity and verify member transactions via phone before approving the list, balance the General Ledger, ATM and Vault in the Sharetech Database, verify teller balances at lunch and closing, customer service, take on extra projects from supervisors and participate in community service events, train new hires.

**Hawthorne Inn Liberty Village****Danville, IL****2016 – 2017**

**Admissions/Social Services Assistant:** (Part-time) HIPPA compliant, explain admissions process to prospective residents and family members, help residents make important decisions and have admissions, affidavits, health and financial paperwork signed, entered confidential information into the Matrix database, file confidential paperwork, update old forms to make them more legible and current, help supervisors with projects and extra tasks, be on call throughout the week.

**Danville Area Community College****Danville, IL****2013 – 2016**

**Student Worker in Records Office:** File confidential paperwork, adhere to FERPA compliance, run and send transcripts to other colleges, take phone calls, help the office with projects, help with the Graduation ceremony, and enter incoming transcripts into the system.

**Accomplishments:**

Created an app with Python that utilizes **web scraping** methods, **Beautiful Soup** and **Selenium** browser automation. Created a mini games with various languages. **Moqups** for app or website ideas. Straight A's in all **Computer Science** classes. Help classmates understand programming concepts and still offering help for classes I've already completed. Spearheaded the Women's Month project for the Diversity Team on campus. Participated in community service work events. Currently working to create a map of Student Services offices for new students on campus. Helped to **streamline** the enrollment reporting process and still making improvements. Update and revise old forms.

## References

Name: Anna Melecosky  
Place: Landmark Credit Union  
Title: Vice President, COO  
Relation: Supervisor  
Time known: 5 years  
217-443-9005

Name: Kathy Hunter  
Place: Danville Area Community College  
Title: Associate Professor, Information Systems  
Relation: Instructor  
Time known: 3 years  
217-443-8788

Name: Rebecca Courchesne  
Place: Danville Area Community College  
Title: Financial Aid Specialist  
Relation: Co-worker / Python mentee  
Time known: 3 years  
217-443-8761  
rcourchesne@dacc.edu

Name: Erica Katavich  
Place: Landmark Credit Union  
Title: Head Teller  
Relation: Supervisor / Friend  
Time known: 5 years  
217-474-8427  
katavich31@hotmail.com