**Chandler Waugh**

CPO 1613 | 101 Chestnut Street Berea, KY 40404 | 606.831.1332 | waughc@berea.edu

**EDUCATION**

Berea College | *Berea, KY* Expected Graduation: May 2019

* Major: Bachelors of Arts in Computer & Information Science
* Minor: Business Administration

**CAREER RELATED EXPERIENCE**

Berea College | *Berea, KY* May 2017 – Present

Educational Technology Assistant | Hutchins Library

* Provides assistance to individuals with any technological needs (learning a new software, troubleshooting issues, printing, etc.)
* Assists in preparation and set up for presentations, convocations, and miscellaneous activities
* Assists with installation and maintenance of technology, both in the library and other areas of campus
* Works with professors in order to make the content in their classes more accessible (uploading content for students, editing images or videos, captioning videos, etc.)

Berea College | *Berea, KY* August 2016 – May 2017

Student Manager | Mountaineer Dining Hall & Wholly Habanero

* Coordination and supervision of 100+ student workers
* Provided quality food, information, and excellent customer service
* Facilitated caterings & projects for special events both on and off campus

Berea College | *Berea, KY* May 2016 – August 2016

Data Entry Clerk | College Relations

* Scanned, printed, and filed documents as well as processed donations to the college
* Delivered documents between different departments on campus
* Cleaned offices and assisted coworkers with small projects

Berea College | *Berea, KY* August 2015 – May 2016

Student Worker | Mountaineer Dining Hall & Crossroads Cafe

* Provide quality food, information, and excellent customer service
* Prepared food and cleaned work stations
* Worked in teams, when possible, to improve speed and efficiency

**COMPUTER SKILLS**

* Proficient with computers
* Experienced with several programs (Microsoft Office, Smartsheet, etc.)
* Python programming language

**MANAGEMENT SKILLS**

* Ability to work in and lead a team
* Great customer service skills
* Ability to manage time efficiently
* Excellent problem solving skills
* Capable of planning, organizing, and prioritizing work
* Outstanding written and verbal communication skills

**INTERESTS**

* Music, Technology, & Learning