Charlie Malachinski

(219) 263-6758 | charlie.malachinski@valpo.edu | charliemalachinski.com

EDUCATION

Valparaiso University
Bachelor of Arts in Computer Science
Minor: Communications
Grade Point Average: 3.5/4.0 - *College of Arts and Science Dean's List*

Valparaiso, IN
May 2023

EXPERIENCE

Valparaiso University
Technical Support Staff

Valparaiso, Indiana
August 2022 - Present

- Responsible for installing and updating existing software in 30 computer labs on campus ensuring all devices are up to date.
- In charge of developing the front end of and performing routine maintenance on university IT website to improve user interactions and experience.
- Responsible for maintaining, managing and repairing IT systems by diagnosing various hardware and software issues on 2000 computers for 19 departments among 5 colleges.

Valparaiso University
Information Technology Projects Intern

Valparaiso, Indiana
May 2022 - August 2022

- Created documentation for software being used to manage the campus OneCard permissions and security database.
- Performed data entry and analysis of records containing sensitive information concerning active students.
- Led a team to create informational videos illustrating campus resources using Adobe Premiere Pro.

Walmart
Digital Associate

Valparaiso, Indiana
December 2019 - Present

- Maintained a positive, courteous demeanor while interacting with over 150 customers daily to ensure complete satisfaction.
- Trained all new digital associates on company procedures for order resolution, returns, and inventory management.
- Collaborated with a team of 10 colleagues to minimize wait time for roughly 300 customers receiving their individual orders.

PROJECTS

- **Valparaiso University Information Technology Website**
  - Upgraded existing university WordPress site to improve front-end user interactions using HTML/ CSS.
  - Designed graphics with Adobe Photoshop and Illustrator to enhance the department's branding and appeal.
- **Pain(t) Application**
  - Developed an application using iterative design which lasted several weeks with mandatory seven-day deadlines.
  - Programmed with Java implementing the JavaFX and Swing GUI libraries and documented using Javadoc.
  - Enabled users to create images and manipulate existing images offering compatibility with up to 4 different file types.
- **Tip Calculator Application -** Android application in Java allowing users to calculate final bill total from desired tip percentage.
- **Responsive Portfolio Website** - Produced a responsive professional portfolio website programmed in HTML/CSS and JavaScript.

CIVICS AND PROFESSIONAL ENGAGEMENTS

- ACM (Association for Computing Machinery) - Member
- Valparaiso University VUTV Club - Member / Camera Operator
- Porter County Day of Caring - Volunteer

CERTIFICATIONS

- Google IT Support Certificate   August 2022

SKILLS

- Java (JavaFX and Swift libraries)
- HTML/CSS
- JavaScript
- Python v2/v3
- C
- PHP
- Squarespace
- WordPress
- Android Studio
- LanSweeper
- Jira Ticketing System
- Git/GitHub
- Windows/MacOS
- GNU/Linux
- Adobe Creative Suite
- Microsoft Office; Google App Suite
- Visual Studio Code
- IntelliJ IDEA