**WORK EXPERIENCE**

**Operations Representative**

C.H. Robinson

*04/2019 – Present Eden Prairie, MN*

*Achievements/Tasks*

- Tracking shipments for the Temperature Controlled LTL

- Solutions branch and escalating issues internally to proper

representatives for customers

- Providing technical support to carrier companies that use our mobile

tracking apps, frequently obtaining updates and providing instructions

in Spanish

**Burial Recovery Technician**

Hamline University

*05/2016 – 03/2019 Sites around Minnesota*

*Achievements/Tasks*

- Excavated human & animal bone, plus historic & pre-contact lithic

artifacts for restoration of destroyed burial sites

- Travelled for on-call overnights in St. Louis and Cass County

- Collaborated using cross-cultural respect with descendant

community members & the Minnesota Indian Affairs Council

- Analyzed burial features & cataloged lab collections

**Office & Administrative Specialist**

State of Minnesota

*10/2014 – 08/2018 St. Paul, MN*

*Achievements/Tasks*

- Managed MN DOC education database in coordination with

administrators & teachers at 10 facilities around MN

- Accounted for nearly a million student attendance hours during 4

education program years

- Tracked testing achievements for Dept. of Education grants

**Economic Affairs Committee Chair**

Hamline Undergraduate Student Congress

*05/2016 – 05/2017 St. Paul, MN*

*Achievements/Tasks*

- Managed weekly meetings in collaboration with our accountant for a committee of 6 that oversaw $70k of funds for 30 student organizations

- Approved funding grants and annual budgets for students to host events on campus and attend national conferences

- Facilitated faculty & student discussion at open meetings

**EDUCATION**

**Full-Stack Web Development Dec 2020**

Certification, University of Minnesota

*09/2020 – 12/2020 Minneapolis, MN*

- Front end to back end - Bootcamp pace

- MERN stack (MongoDB, - Group collaboration

Express, Node, React) & version control

- Agile methodology - Mobile-first web

to produce MVPs applications

**Anthropology May 2018**

B.A, Hamline University

*05/2016 – 03/2019 Sites around Minnesota*

*Achievements/Tasks*

- Study abroad in - Senior research

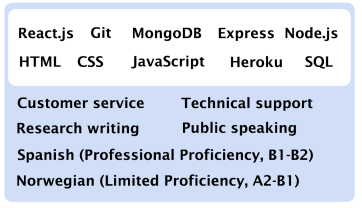
Siem Reap, Cambodia completed with

(January 2017) academic writing and

- 8 years coursework in national conference

Spanish presentation

**SKILLS**

**VOLUNTEERING**

CoderDojo Twin Cities

*10/2019 – (in person then virtual) Minneapolis, MN* - Helping kids age 8-17 learn web dev & Scratch at CoderDojo Twin Cities' monthly events

- Program offers coding experience at no cost to kids & families

Norway House

*09/2019 – (pre-pandemic) Minneapolis, MN* - Assistance with events such as art exhibits & holiday celebrations

Frogtown Farm

*09/2020 – St. Paul, MN* - Harvesting organic produce for donation

- Cataloging seed & equipment inventory