

Dalton Craven

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Volunteer & Work Experience

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|--|-------------------------------------|------------------|
| Aug 2016 – Present | Kings Island | Mason, Ohio |
| <i>Food & Beverage Team Leader, Guest Coordinator, Host, Busser</i> | | |
| <ul style="list-style-type: none">• Possess in-depth knowledge of MICROS registers and cash management procedures• Redeem assorted dining and drink vouchers• Train new hires and associates for various roles in the restaurant | | |
| July 2015 – Present | Public Library of Cincinnati | Blue Ash, Ohio |
| <i>Branch Computer Assistant</i> | | |
| <ul style="list-style-type: none">• Attend weekly shift with over 270 volunteer hours logged• Assist patrons on a personal level• Develop professional relationships with recurring patrons | | |
| May 2018 – July 2018 | Abre.io, Inc. | Cincinnati, Ohio |
| <i>Software Development Intern</i> | | |
| <ul style="list-style-type: none">• Worked on an open-source learning management system• Created a portal for organizing student-run clubs• Learned the rules of open-source projects | | |
| July 2017 – Aug 2017 | Various Views Research | Blue Ash, Ohio |
| <i>Web Design Intern</i> | | |
| <ul style="list-style-type: none">• Created a new, flexible WordPress website• Coded a custom registration form to collect registration data and store in SQL database | | |
| Nov 2016 – Feb 2017 | City of Mason, Ohio | Mason, Ohio |
| <i>IT Intern</i> | | |
| <ul style="list-style-type: none">• Managed local government intranet• Prepared employee workstations• Answered and managed helpdesk tickets | | |

Coursework & Extracurriculars

Mason Hack Club, Grades 10–12

Webmaster, Finance Director

- Organize special events (including summer camps, hackathons, and after-school classes)
- Develop and maintain an informative online presence
- Keep accurate cash flow sheets, ledgers, and budgets
- Currently planning an overnight summer event for 300 area high school students

Integrated Media Internship, Grades 9–12

System Administrator, Project Manager

- Manage William Mason High School's webserver, installing modern security policies
- Building a workflow that allows school administration to publish content and articles
- Lead team of three in building six modern websites for the school