

Charlotte Saethre

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SKILLS

- Fundamental programming skills and foundational knowledge of Object-Oriented Programming paradigm.
- Demonstrated ability in several languages: Java, Python, JavaScript, SQL, PHP, HTML5, and CSS3.
- Experience and knowledge of tools: Eclipse IDE, Visual Studio, GIT Version Control, JUnit Framework and Swing.
- Proficient in Microsoft Office including Excel: Basic Formulas, Pivot Tables, Built in Functions, Graphs, Charts.
- Exceptional customer service, adaptable to fast paced work environment, and excellent communication skills.

EDUCATION

SALT LAKE COMMUNITY COLLEGE

Associate of Science in Computer Sciences & Information Systems, GPA 3.97

Expected May 2021

- Continuing Student Tuition Waiver (Summer 2020, Fall 2020, and Spring 2021), recipient.
- Course work in Object Oriented Programming, Web Development, and Database Management.
- Developed graphical user interface for a recipe application that provides user capability to create a list of recipes. This application was built from the ground up as part of a team collaboration for the purpose of implementing the key concepts from Object Oriented Programming such as encapsulation, reading and writing from and to a file, serialization, and using generic collections.
- Used Unity to build a Hangman game application for a course in Software Engineering. Built game logic scripts in C#. Served as the remote repository maintainer on GitHub.
- Successfully installed two nRF24L01 modules to an Arduino to establish a serial link for a project in Computer Architecture to explore feasibility of using a Wireless Transceiver to build a garage door opener.
- Built database of boat and service information records using MySQL for SQL Programming.
- Designed and built webpages that utilize a database using PHP and MySQL on the backend and HTML, CSS, Bootstrap, and JavaScript on the frontend.

CERTIFICATIONS

- **Certificate of Proficiency in Software Development:** Expected May 2021
Database management, object-oriented design and development, networking protocols, and computer architecture.
- **Certificate of Proficiency in Fundamentals of Computer Science:** August 2020
Software development, database management, and web development.

EXPERIENCE

SALT LAKE COMMUNITY COLLEGE – DISABILITY RESOURCE CENTER

Assistive Technologist

Oct 2019 – Present

- Developed a method for tracking ADA furniture that helped address long standing discrepancies for campus wide furniture placement for DRC students after quickly assuming the role of Assistive Furniture liaison.
- Mentored students and staff in assistive technologies including but not limited to Kurzweil, Accessible Desktop for Dragon NaturallySpeaking, NVDA screen reader, and Smart pens.
- Collaborated on a team and accomplished alternative text writing projects within established deadlines.

MEADOW GOLD CREDIT UNION

Member Service Representative

December 2017 – Oct 2019

- Prevented credit union losses by successfully handling all Automated Clearing House and share draft exceptions in a timely manner with due diligence.
- Obtained approval from Board of Members to have signing authority on short-term loans.
- Resolved discrepancies identified by daily reconciliation reports for general ledger accounts.
- Investigated and processed fraud disputes and ensured members losses of up to \$500.00 be recouped.