Charlotte Saethre

1380 West Arapahoe Avenue, Salt Lake City, UT 84104

Charlotte.saethre@gmail.com | 385-282-8214 | www.linkedin.com/in/charlotte-saethre

SKILLS

- Fundamental programming skills and foundational knowledge of Object-Oriented Programming paradigm.
- Demonstrated ability in several languages: Java, C#, C++, 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
Taylorsville, UT
Associate of Science in Computer Sciences & Information Systems, GPA 3.97   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 Game Engine to build a Hangman game application for a course in Software Engineering. Wrote 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:**   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

IDAHO MOLECULAR INC.   Salt Lake City, UT

Intern, Information Technology   *Jan 2021 – Present*

- Coordinated migration of Microsoft tenant off one platform onto another and provided technical support with troubleshooting user issues.
- Created and implemented IT policy to ensure security for company and employee data while ensuring employee productivity while executing security measures.
- Planned expansion of network by coordinating with IT consultant to connect both company buildings via fiber and installing managed switches to improve current network.
- Managed Azure Active Directory for creating new users and assigning rights and permissions.
- Provided support with troubleshooting Microsoft Application issues for end users and trained individuals on Office 365 applications.
- Responsible for purchasing and configuring new employee computers and tracking computer related inventory.

SALT LAKE COMMUNITY COLLEGE – DISABILITY RESOURCE CENTER   Taylorsville, UT

Assistive Technology Lab Specialist   *Oct 2019 – Jan 2021*

- Served on hiring committee to review and interview qualified candidates when in search for new part-time positions.
- 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, Dragon NaturallySpeaking, NVDA screen reader, and Smart pens.