Charlotte Saethre

Salt Lake City, UT 84104

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

# 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 Code, GIT Version Control, JUnit testing 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 3.97Expected May 2021

* Continuing Student Tuition Waiver (Summer 2020), 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 CSIS 1410 Object Oriented Programming such as encapsulation, reading and writing from and to a file, serialization, and using generic collections.

# 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** Taylorsville, UT

## 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.
* Served as a pillar of reliability and moral boosting for peers during times of change.
* Collaborated on a team and accomplished alternative text writing projects within established deadlines.
* Attained additional skills in Universal Access, Alt Text, Effective Internet Searching, and Adobe Acrobat.

**meadow gold employees credit union** Salt Lake City, UT

## Member Service Representative December 2017 – Oct 2019

* Conducted Automated Clearing House processing to post transactions to members’ accounts.
* Prevented credit union losses by successfully handling all Automated Clearing House and share draft exceptions in a timely manner with due diligence.
* Initiated loan application process by gathering, organizing, and processing member information.
* Educated members of loan process, requirements, regulations, and stipulations of loan agreements.
* Obtained approval from Board of Members to have signing authority on short-term loans.
* Independently managed accounts payable and troubleshooted billing issues.
* Resolved discrepancies identified by daily reconciliation reports for general ledger accounts.
* Investigated, identified, and prevented financial fraud on member accounts.
* Processed fraud disputes in debit card processing platform to support members’ in recouping losses.