

# David M. Salazkin

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## EDUCATION

### Normandale Community College

Bloomington, MN

*A.S. in Computer Science*

2019

- Relevant Coursework: Computer Programming Concepts, Calculus 1, Introduction to Statistics
- Student Organizations: Programming Club, Math Club, Traditional Gaming Club

### Hofstra University

Hempstead, NY

*B.B.A. in Finance*

2015-2016

- GPA: 3.2 / 4.0
- Relevant Coursework: Introduction to Computer Concepts and Software Tools in Business, Introduction to Business Statistics

## WORK EXPERIENCE

### Fabyanske, Westra, Hart & Thomson, P.A.

Minneapolis, MN

*Legal Administrative Assistant / Office Services Clerk*

Jan. 2018 - Present

- Utilized CM/ECF and Pacer systems to electronically file discovery and other litigation motions with US district, state, appellate, and bankruptcy courts
- Filed UCC Financing Statement (UCC3) assignments, continuations, and amendments with the Minnesota Secretary of State
- Compiled financial, scheduling, and inventory data into Excel spreadsheets for client and attorney review
- Supported accounting department with tasks such as creating and submitting client invoices, locating invoice backup documents, and performing incoming matter conflict checks
- Assisted with clerical functions as needed including copying, printing, and scanning documents, preparing conference rooms, reception, performing conflict checks, and managing the mail room

### Milavetz, Gallop & Milavetz, P.A.

Minneapolis, MN

*Legal Assistant / File Clerk (Summer/Winter)*

Sep. 2012 - Jan. 2018

- Analyzed annuity documents of minor settlement cases in order to compile a list of annuity schedules, annuity institutions, and contract/policy numbers
- Composed research summaries of federal and state laws in order to aid attorneys in approaching cases
- Closed chapter 7 & 13 bankruptcy cases and uploaded backups of essential documents to company server
- Supported accounting department by entering attorney call records using the PCLaw software, closing personal injury cases, and arranging client statute of limitations cards

## SELECTED INDEPENDENT PROJECT

### Swim Log

Minneapolis, MN

www.swimlog.io

February 2019

Created a web application to log swimming routines and workouts. Users are able to record the distances, strokes, and times in which they swim and then review graphs and other analytics associated with the logged data. The project was developed using Python, Flask, and HTML/CSS.

## TECHNICAL SKILLS

Python, Java, C++, HTML, CSS, SQL, JavaScript, Microsoft Office