

David M. Salazkin

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PROJECTS

Swim Log

Minneapolis, MN

www.swimlog.org

Feb. 2019

Created a web application that allows users to record the distances, strokes, and times in which they swim and then review a set of analytics regarding their history of logged data. The project was developed using Python, HTML/CSS, JS, SQL, and Flask framework.

EDUCATION

Normandale Community College

Bloomington, MN

A.S. in Computer Science

Jan. 2019 – Present

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

University of Minnesota Duluth

Duluth, MN

B.B.A. in Management Information Systems (Pursued)

Aug. 2016 – Dec. 2017

- Relevant Coursework: Computer Science 1, Computer Science 2

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

TECHNICAL SKILLS

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