David M. Salazkin

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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

SELECTED INDEPENDENT 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.

TECHNICAL SKILLS

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