|  |  |
| --- | --- |
| **David M. Salazkin** | |
| salaz109@umn.edu | (612) 816-2582 | 750 Oak Drive, Victoria, MN 55386 | davidsalazkin.com | |
|  | |
| **PROJECTS** | |
| **Swim Log**  www.swimlog.org | **Minneapolis, MN**  *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** | |
| **University of Minnesota – Twin Cities**  *B.A. in Computer Science; Minor in Management* | **Minneapolis, MN**  *2021 (Expected)* |
|  | |
| **Normandale Community College**  *A.S. in Computer Science (Transfer Pathway)* | **Bloomington, MN**  *2019 (Expected)* |
| * Student Organizations: Programming Club * Relevant Coursework: Computer Programming Concepts, Discrete Structures of Computer Science, Calculus 1, Introduction to 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 * 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 | |