**DONALD BOLES**

| Cell phone: 541.680.6339 | E-mail: donald.c.boles@gmail.com|

| Address: 892 SE 54th Ave, Hillsboro OR 97123 |

**EDUCATION:**

**University of Colorado Boulder** (online)

Pursuing B.A. Computer Science - February 2018 - present

Expected Graduation Date: December 2019

*Key courses already completed include:* Discrete Structures, Information Visualization, Computer Systems, Introduction to Data Science Algorithms, Software Development Methods and Tools, Algorithms

**Portland State University**

Pursued a B.A. Computer Science - January 2017 - December 2017 before transferring to the University of Colorado Boulder

*Key courses included:* Data Structures, Computer Systems Prog, Calculus I, Calculus II

**Portland State University**

B.A. Psychology with a focus on Industrial Organization, Graduated 2011

*Key courses included:* Introduction to Probability and Statistics, Work Motivation, Employee Development, Organizational Psychology, Industrial Psychology

**SKILLS:**

Python ⋅ C ⋅ C++ ⋅ CSS ⋅ HTML ⋅ JavaScript ⋅ Data Structures

macOS ⋅ Windows ⋅ Vim ⋅ Jupiter Notebook ⋅ Tableau ⋅ Linux ⋅ Bash ⋅ Git

**LINKS:**

https://github.com/dboles0

**WORK EXPERIENCE**:

**Professional Recruiter** | Apex Systems | Tigard, OR |

February 2015 – December 2016

* Same duties at Technical Recruiter, listed below

**Technical Recruiter** | Apex Systems | Tigard, OR |

February 2014 – February 2015

* Sourced and maintained candidate pipelines for web and application development roles with a specialization in Python, Java and .Net applications positions.
* Assisted candidates with strategy coaching, salary negotiations, interview processes, and onboarding.
* Created a relational database using Access to track and match applicants with new positions.
* Worked with reports to organize submission and account data for a weekly meeting with the supervisor.

**Contract Recruiting** | OLSA Resources | Hillsboro, OR |

October 2012 - January 2014

* Built and maintained candidate relationships to ensure a consistent candidate pool.
* Ensured candidate compliance with company policy, state, and federal law.
* Developed training and onboarding material for organizational development.
* Self-managed the sourcing, screening, qualifying, negotiation, and closing of candidates to assigned contract positions.
* Utilized computer software for the purpose of selection, screening, onboarding, and all other aspects of the candidate pipeline.
* Communicated to all levels of management for the effective appropriation of candidates for a broad range of positions.

**Barista** | Starbucks| Tigard, OR |

February 2012 - October 2012

* Worked in a fast-paced environment requiring excellent multi-tasking and customer service skills.
* Efficiently made coffee customized to customer’s tastes.
* Broke the record of number of customers served in an hour at the drive-thru window.

**Mediation Intern**| Genesis Mediation | Portland, OR |

Interned July 2011-December 2011

* Gained knowledge in conflict resolution for workplace settings.
* Fulfilled Oregon state law certificate requirements in the practice of conflict resolution.