Gregory Sinclair

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Quarryville, PA 17566

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Education	Millersville University	BS Computer Science	Expected Graduation 2022

Economics Minor   Overall GPA: 4.0
Micro/Macro Econ, Game Theory, Environmental Econ
Dean's List: 3 of 3 Eligible Semesters
Millersville University Coding Club Member

Special Training   Computer Experience

Java, JavaScript, C++, OCaml, SQL, VBA, Assembly
CSS, HTML, Python, AutoHotkey, C, Ruby
Statistical/Numerical Error Analysis (Minitab, SAS)
Microsoft Office (Excel, Outlook, PowerPoint, Word)
QuickBooks
50+ WPM Typing
Windows, Android, Linux, and Macintosh Proficiencies

Work Experience

2014 – 2020   Merge Investigations, Inc.   Lancaster, PA
Social Media Investigations Supervisor

- Created, researched, and distributed cutting-edge technical solutions to enable a highly-skilled team of subordinate investigators to search, scrape, and document online information resources in a court-friendly manner
- Constructed and performed evolving training for investigating team in response to rapidly-changing technology
- Authored investigative summaries and action plans for nation-wide clients in order to minimize insurance fraud and legal exposure
- Implemented solutions for a rapidly-expanding business and acted as the company's chief technology consultant, including topics such as: the Internet of Things (IoT), virtual surveillance practices, data gathering, encryption best practices, office automation, government and legal compliance, and internal technical support

2009 – 2013   Ruby Tuesday Inc.   Lancaster, PA
Guest Service Coordinator

- Deliver technical support for issues arising from the use of MICROS RES 3700 POS System, auxiliary devices, credit card communications, product ordering systems, and corporate mobile applications
- Provide administrative support including employee scheduling, supply management, and cash handling
- Policy and procedure enforcement including liability mitigation, quality assurance, and brand promotion

2006 – 2009   Apple Tree Restaurant   Lancaster, PA
IT Technician & Graphic Designer

- Redesigned, tailored, and maintained the use of Aloha POS System
  - Maintained network infrastructure
  - Configured and upkept a incentive program and mailing database
  - Restructured business-used system for cash shortage tracking
  - Developed and updated menu design, website, and advertisements