

Julianna Marshall

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EDUCATION

Bachelor of Science in Computer Science	Cumulative GPA: 3.87
Bachelor of Science in Digital Media	Expected Graduation: May 2026
Northwest Missouri State University, Maryville, MO	

SOFTWARE Thonny, NetBeans, Notepad++, Raspberry Pi, Github, Microsoft Office Suite, Linux Command Line, Visual Studio Code

LANGUAGE Python, Java, HTML/CSS, Assembly, C, Bash

DATABASE MySQL, Microsoft Access

EXPERIENCE

Office Assistant August 2024 – Present

School of Computer Science & Information Systems, Maryville, MO

- Managed departmental communications, including drafting official correspondence, distributing emails via Microsoft Suite, and coordinating meeting agendas for faculty and administrative staff to ensure smooth operations.
- Organized and coordinated logistics for departmental events such as student visit days and Cyber Palooza, including preparing materials, booking and reserving venues through the university, and overseeing event registration and participation to ensure successful execution.
- Managed departmental file organization, including archiving student files, faculty syllabi, scholarship applications, and faculty records, ensuring secure and accessible record-keeping.

Teaching Assistant January 2023 – December 2023

School of Computer Science & Information Systems, Maryville, MO

- Assisted the instructor by conducting laboratory help sessions, delivering in-class support, and providing individualized assistance to over 100 students to reinforce course material.
- Managed grading and administrative duties using Microsoft Office Suite, ensuring timely and accurate evaluation of student work.
- Proctored exams to uphold academic standards and demonstrated leadership in creating a supporting learning environment.

INVOLVEMENT

Sigma Sigma Sigma Sorority, Vice President of Operations November 2023 – Present

- Managed all chapter communications, including distributing meeting minutes, updating chapter dates, and relaying crucial information to ensure seamless operations.
- Monitored attendance points for members and tracked onboarding training for officers and managers, ensuring comprehensive and organized member integration.
- Updated and maintained the chapter website with new content, images, and technical enhancements using HTML and CSS to keep information current and engaging.
- Created and maintained a detailed chapter calendar of events, completed a comprehensive checklist of monthly, semesterly, and annual requirements to ensure the chapter's continued accreditation and adherence to organizational standards.

Sigma Sigma Sigma Sorority, Philanthropic Initiatives Manager November 2022 – November 2023

- Successfully planned and organized three major philanthropy events, overseeing all aspects from inception to completion to ensure impactful and well-executed initiatives.
- Managed logistics by booking and reserving venues and created visually compelling flyers to effectively advertise and attract attendees to the events.
- Developed and maintained a comprehensive donation list, coordinating contributions from members to support a local advocacy center, demonstrating strong organizational and community-building skills.

Personal Portfolio Website August 2022 – Present

- Designed and developed a personal portfolio website showcasing programming and design projects including web development examples in HTML, CSS, and JavaScript as well as graphic design work for events and organizations. Website includes a clean, user-friendly layout optimized for accessibility and responsive design.
- Personal portfolio website can be found at https://juliannamarshall.github.io/personal_portfolio/home_page