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# KALIE SOUTO

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[LINKEDIN.COM/IN/KALIESOUTO/](https://www.linkedin.com/in/kaliesouto/)

[KALIESOUTO.GITHUB.IO/RESUME](https://kaliesouto.github.io/resume)

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## OBJECTIVE

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Looking for a position where I can utilize and advance my educational background and previous work experience.

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## SKILLS

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Initiative  
Team Work  
Communication  
Managerial  
Dependable  
Technical Skills

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## EXPERIENCE

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### **ASSISTANT EXTENDED DAY DIRECTOR (DEC 2017- PRESENT) STUDENT WORKER (FEB 2015 – PRESENT) FALK LABORATORY SCHOOL**

February 2015 – Present

Supervising 15 extended day workers and 80 children  
Initiating new procedures to maximize efficiency  
Supporting multiple departments by acting as point of contact  
Providing organizational assistance

### **CUSTOMER ACQUISITION/ADMINISTRATIVE INTERN IT-CNS**

August 2017 – December 2017

Researched potential new clients  
Increased database size by 240%

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## EDUCATION

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### **BS INFORMATION SCIENCE, 2018**

University of Pittsburgh

Major GPA: 3.09

Relevant course work in database management, IT project management, information systems, java, web programming, computer security

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## VOLUNTEER EXPERIENCE OR LEADERSHIP

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Vice President of Service, 2017  
Phi Alpha Delta, Pre Law Fraternity

Committee Member, 2017  
Service Leadership Committee

Volunteer Tutor, 2016/2017  
America Reads Challenge