

Permanent Address:
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Current Address:
111 Halket Street
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Education

University of Pittsburgh, Pittsburgh, PA

April 2018

Bachelor of Science in Information Science
Minor in Administration of Justice

Relevant Coursework

Database Management (MySQL) , Telecoms & Networks, Intermediate Programming (Java), Web Programming (Javascript, CSS, PHP, HTML) , Computer Security, Analysis of Information Systems (Agile, Requirements Gathering, Project Management) , Federal & International Framework for Emergency Preparedness

Work Experience

IT-CNS, Pittsburgh, PA

August 2017 – December 2017

Administrative Assistant/Customer Acquisition Intern

- Update database from 100 contacts to over 1000
- Compile and collect data for feedback
- Learn the safety4data software
- Manage and execute email and phone campaigns
- Assist with online marketing campaigns

Falk Laboratory School, Pittsburgh, PA

February 2015 - Present

Student Worker – Administrative Support & Extended Day Worker

- Assist with administrative duties including sorting mail, answering phone calls, and greeting visitors
- Assist with attendance of both 480 students and over 60 faculty and staff members
- Utilize software such as FileMaker Pro, Passage Point and Microsoft Office
- Supervise homework and movement of around 80 children and ensure proper check in/out procedures

Student Computing Services, Pittsburgh, PA

November 2015 – April 2016

Printer Specialist & Lab Consultant

- Physically check 8-10 printers and change toners, drums, waster cartridges, and paper
- Maintain active printer status via CentreWare Software on 17-20 printers
- Have working knowledge of MacOS, WindowsOS, and Linux Red Hat
- Troubleshoot problems on Pharos Remote Printing or Pitt Printing Client
- Perform opening and closing duties labs – maintain a clean and presentable lab
- Assist with customers questions on Microsoft Office Suite, Adobe products, and email servers

Bethlehem Township Community Center, Bethlehem, PA

June 2012 – August 2017

Senior Camp Counselor

- Responsible for supervising and coordinating five junior leaders and 100 children daily
- Act as liaison between junior leaders, supervisor, and recreational director
- Work in cooperation with two other senior leaders to establish a team oriented environment
- Lead program registration, day to day operations, and additional events

Activities

OCC Honorary Society

October 2016 – Present

Member

- Complete the requirements of a comprehensive co-curricular program that includes experiences in leadership development, enhanced communication skills, and cultural awareness

Phi Alpha Delta, Pre-Law Fraternity International**January 2015 – Present**

VP of Service, Service Chair

- Responsible for organizing one large service event including arranging volunteers, community partners, and fundraising per semester in addition to several smaller service projects

Service Leadership Committee**January 2017-April 2017**

Committee Member

- Plan, lead, and attend service projects for 5-20 people

America Reads Challenge**August 2016 – April 2017**

Volunteer Tutor

- Complete over 100 hours of service by creating weekly lesson plans, going to the school and tutoring one on one every week, and attending diversity and leadership trainings

Arrival Survival**August 2015 & 2016**

Volunteer, Supervisor

- Complete 12 hours of service per year with the campus move in program

Skills

Microsoft Office

- Advanced in Microsoft Excel, Word, Power Point, Publisher, Outlook
- Proficient in Microsoft One Note, Share Point, Access

Programming Languages

- Experience in Java, Visual Basic, PHP, HTML, CSS, MySQL

Software

Experience with FileZilla, Fetch, MySQL Workbench, Text Editors: Notepad++ and Sublime, XAMPP, MAMP, Safety4Data, Pharos Remote Printing