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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

Assistant Director of Extended Day Program

Student Worker – Administrative Support

- Assist with administrative duties including sorting mail, answering phone calls, and greeting visitors
- Utilize software such as FileMaker Pro, Passage Point, Microsoft Office, and Google Classrooms
- Supervise around 15 student workers
- Assist with attendance of both 480 students and over 60 faculty and staff members
- Supervise homework, movement of around 80 children, and ensure proper check in/out procedures
- Communicate with members of the faculty, staff , and parents

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
- Have working knowledge of MacOS, WindowsOS, and Linux Red Hat
- Perform opening and closing duties labs – maintain a clean and presentable lab
- Maintain active printer status via CentreWare Software on 17-20 printers
- Troubleshoot problems on Pharos Remote Printing or Pitt Printing Client
- 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
- Work in cooperation with two other senior leaders to establish a team oriented environment
- Act as liaison between junior leaders, supervisor, and recreational director
- 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