

KAYLEIGH BROWN

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SUMMARY OF QUALIFICATIONS

Current college student with strong analytical, critical thinking, and communication skills. Fast learner with a background in computer science. Extensive experience with, and aptitude for, positions that interact within multiple groups and require a diverse range of knowledge and skills.

Core skills include: Team Communication and Organization • Data Entry and Analysis • Programming background, with knowledge of Java, C++, and Python • Experienced with Slack, Trello, and Parallels • Experienced with Workday • Comfortable with MacOS, Windows, and Linux environments • Background in monitoring and organizing customer accounts using Prophet 21 and Excel • Fast learner

EXPERIENCE

The University of Texas at Austin • Austin, TX • 2019 (Temporary position)

One of the top 40 universities in the world, and Texas' leading research university. Annually supports over 51,000 students across nationally ranked programs in 18 different colleges and schools.

Program Assistant – First Bytes and Code Longhorn

- Educated over 200 first-time programmers, using C++ to demonstrate programming logic
- Resolved hundreds of programming and logic errors to facilitate an educational environment
- Designed a tool to improve production workflow and collaborated with a 3D printing team to ensure minimum overhead cost

Complete Book and Media Supply • Cedar Park, TX • 2017-2018 (Temporary position)

Global multimedia procurement service, providing pricing and delivery for publications in all formats.

Accounting Assistant

- Maintained and analyzed thousands of accounts in Accounts Receivable (AR) and Payable (AP)
 - Cleaned up years of system backlog within three months to ensure greater efficiency
 - Instituted safer and more consistent policies for storing customer data
 - Saved the company over \$40,000 by resolving inconsistencies and finding missing checks
 - Obtained quotes from publishing companies in AR and sent quotes to customer accounts in AP
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EDUCATION

A.A.S. in Professional Photography • Austin Community College • Austin, TX • 2020-Present

- Relevant Coursework: Technical and Business Writing

Coursework: Computer Science, Plan II • University of Texas at Austin • Austin, TX • 2018-2020

- Relevant Coursework: Data Structures, Computer Architecture, Statistics, World Literature
 - Awarded Best Financial Hack at the Women in Computer Science Spring 2019 Hackathon
 - Recipient of the 2019 Lockheed Martin STEM Scholarship, out of over 6,000 applicants
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TECHNICAL SKILLS

Microsoft Office: Excel, Word, PowerPoint, Outlook • Google Drive • MacOS • iOS • Lightroom • Photoshop • Slack • Zoom • Trello • Parallels • Microsoft Remote Desktop • Prophet 21 • PayTrace