

# Katherine Freeman

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<https://kfreeman14.github.io/portfolio/>

## EDUCATION

**Quinnipiac University, School of Business**, Hamden, CT

*Master of Business Administration*

*Expected May 2020*

*Cumulative GPA: 4.0*

*Bachelor of Science in Computer Information Systems*

*May 2019*

*Cumulative GPA: 3.68; Major GPA: 4.0*

### **3+1 Accelerated Business Program:**

Highly competitive fast track program designed for motivated student to complete undergraduate business degree in three years and an MBA in the fourth year by taking an accelerated course load.

**Study Abroad:** University of Westminster, London

*Spring 2018*

**Relevant Coursework:** Enterprise Systems, Web Development, Object-Oriented Programming, Systems Analysis and Design, Visual Basic, Information Systems Security

**Honors:** Dean's List, Trustee Scholarship, Pi Beta Phi Fraternity for Women

## EXPERIENCE

**Commonwealth Financial Network**, Waltham, MA

*Summer 2019*

*IT Development Intern*

- Maintained Commonwealth's 3 websites, 2 internal and 1 external, with updates from business users
- Developed front-end part of an advisor facing web app with React

**Commonwealth Financial Network**, Waltham, MA

*Summers and Winters 2016-2018*

*SharePoint Development Intern*

- Migrated existing SharePoint sites to SharePoint 2013, 2016, and SharePoint online as well as worked with business employees to clean up, upgrade, and help them manage the data on their sites
- Created training program for business users learning Office 365 Online and template websites to assist the organizations transition from SharePoint on premises to SharePoint Office 365
- Created, designed, and presented intern 2 shark tank presentation for corporate executives
- Developed requirements for intranet sites, internal applications, and based on those requirements from business units delivered solutions using Microsoft's SharePoint platform
- Collected customer requirements and developed customized SharePoint widgets with jQuery
- Collected requirements and built a web app for the company's yearly PTO Payout

**Department of Student Life**, Hamden, CT

*Fall 2018-Present*

*Student Organization Assistant*

- Provided guidance to organizations on basic organization policy topics and promotional banner creation
- Assisted in basic organization duties, sort mail/packages, print for organizations and keep inventory on suite products

## PROJECTS

**Capstone Website**

*Spring 2019*

- Built a local property management company's website focusing on reducing their third-party services as well as built a database to properly support their data using HTML, PHP, CSS, JavaScript and phpMyAdmin while utilizing the Scrum framework

## QUINNIPIAC ACTIVITIES

**CIS Society**

*Fall 2016 – Present*

*Executive Vice President*

*Spring 2018- Present*

- Planned/Ran weekly meetings and charity events, communicated with companies to plan society networking events
- Discussed career employment trends and attended professional development workshops and networking events with visiting companies to develop broader understanding of the aspects of CIS and increase industry knowledge.

**Department of Computer Information Systems**

*Fall 2018*

*Student Ambassador*

- Presented to freshman business students about the CIS major, opportunities, and personal professional experience
- Served as an ambassador for CIS for anyone with questions, tabled at open houses, accepted student's day etc.

**Habitat for Humanity**

*Spring 2019*

*Volunteer*

- Built housing for a low income family in NC with a group of Quinnipiac students; building a roof, installing doors, constructing a shed, as well as connecting with the local community

## SKILLS, INTERESTS

**Computer:** Proficient in Microsoft Office Suite, MS Visual Studio, MS SharePoint, Power BI, JavaScript, React, OpenText; Coursework in Java, VB .Net, HTML, PHP, CSS and Python programming languages, Basic Linux administration, Tableau

**Interests:** Web development/design, Running, Photography