

KIMBERLY KARLSSON

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SUMMARY

Information Systems major with proficiency in various computer systems, languages and tools, and ability to quickly master new technology. Experienced in customer-service, teaching basic computer skills, and building organizational sites using Drupal.

SKILLS

- *Technical Proficiencies:* HTML5, CSS3, SQL, C#, Drupal, Sublime, Visual Studio, Net Beans, Eclipse, Workbench, Mendix, MS Office, iWork, G Suite, Sketch, Gimp, Adobe Photoshop
 - *Communication Skills:* Trilingual in English, Swedish, and Tagalog
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EDUCATION

San Francisco State University

Graduation: 05/2020

B.S Business Administration: Information Systems

Major Coursework: Intro to Information systems, Information Systems for Management, Building Business Applications, SQL Databases & NoSQL, Information Systems Analysis and Design, IT Project Management

Organizations: Information Management Systems Association, President's Leadership Fellows

EXPERIENCE

Web Assistant, CHSS, San Francisco State University

09/2019 – Present

- Worked closely with university departments' directors to analyze website requirements, determine changes, and offer solutions to best satisfy their department's needs.
- Deployed new Drupal modules to websites and collaborated with web team to execute requests entailing web content updates, maintenance, and compliance to accessibility requirements.

Basic Computer Skills TA / Tutor, Tenderloin Technology Lab

11/2018 – 1/2019

- Instructed low-income and homeless populations of San Francisco's Tenderloin area in basic computer skills such as Windows navigation, keyboarding, internet research, and the use of MS Office and Outlook.

Administrative Assistant, City College of San Francisco

08/2016 – 06/2017

- Maintained responsibility for phone management, email correspondence, appointment scheduling, operation of office machines, and coordination of career fair event details.

Microeconomics Tutor, City College of San Francisco

01/2016 – 06/2016

- Led weekly individual and group tutoring sessions for students in need of assistance with homework and exam preparation, and assisted the professor during lectures by correcting coursework and clarifying microeconomic concepts to students.