KAITLYN MARK

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EDUCATION

Drexel University, Sep 2021 - Present
College of Computing and Informatics
Bachelor of Science in Computer Science
Major in Computer Science (BS), Minor in Data Science
Concentrations in Game Design & Development and Computer Graphics & Imagery

Anticipated Graduation: June 2025
GPA: 3.56

SKILLS

Programming: Python, Java, HTML, CSS, JavaScript, Racket, Haskell, Bash, C, C#, C++
Tools: Microsoft Office (Word, PowerPoint, Excel, Outlook, Teams), Microsoft Power Apps, Microsoft Dynamics 365, Google Applications (Docs, Slides, Sheets, Drive), Git, Vim, Terminal, LaTeX, Leapwork, Maya, Unity
Operating Systems: Windows, MacOS

EXPERIENCE

Drexel University – *Course Assistant*   **Philadelphia, PA • Sep 2022 - Present**
- Tutor over 500 students in the College of Computing and Informatics by holding in-person and online office hours where they can ask questions about course materials and assignments
- Educate students by grading assignments and assessments with thorough feedback on their work, increasing their understanding of the material
- Supervise students in their scheduled lab sections by answering questions and holding meetings to provide clarity on the lab instructions and check on their progress
- Manage 12 teams as a Scrum Master by leading stand-up meetings and sprint reviews to educate students on Agile project management skills and team professionalism
- Collect data and create a weekly report on student and grader statistics to document course progress and to ensure a fair grading system for all students

Drexel University – *Operations Assistant*   **Philadelphia, PA • March 2024 - June 2024**
- Supported students, faculty, and visitors at the College of Computing and Informatics building by answering questions in person, over the phone, and via email to maintain smooth daily operations.
- Managed mail and package distribution by organizing and delivering materials to faculty and staff, ensuring timely and accurate delivery.
- Assisted in organizing department events by setting up spaces, overseeing resources, and helping with promotion to encourage attendance and engagement.
- Maintained and restocked common areas by proactively managing supplies and keeping spaces clean and organized for department use.

Vanguard Group – *Application Engineer Intern (Co-Op)*   **Malvern, PA • Sep 2023 - March 2024**
- Constructed automated tests using Leapwork to ensure the functionality of developers' work on Microsoft Dynamics 365 for teams in the PiTech department including Wealth Management, Book of Business, Service, and Sales
- Created sets of test data using Microsoft Excel and imported the files into Microsoft Dynamics 365 to help the development team present their work to the business side of Vanguard
- Participated in Agile methodologies, by engaging in Scrum meetings, Sprint Retro meetings, Sprint Reviews, etc. to ensure active communication within my team
- Monitored work progress and document my work by using a Kanban board to keep tasks organized and to allow my team members to review my work

Drexel University – *Digital Development Camp Counselor*   **Philadelphia, PA • July 2022, July 2024**
- Organized events for campers to learn about the full stack development process through guest speaker presentations, workshops, and hands-on projects
- Led interactive workshops on topics in computer science such as CSS, colors, fonts, data, etc. to encourage participation and create an educational environment
- Educated campers by answering questions, explaining coding methods, and providing thorough feedback

PROJECT AND EXTRACURRICULAR EXPERIENCE

SoundFormX Sampler – *Full Stack Developer*   **Philadelphia, PA • Sep 2024 - Present**
- Collaborate within a 6-person team to develop a user-friendly software that supports importing recorded audio samples, customizing the audio samples, and mapping the audio samples to a MIDI keyboard.
- Co-author a software requirements specification (SRS) document to define the planned scope, definitions, data structures, and functional and non-functional requirements.
- Develop use-case diagrams and descriptions, as well as domain class diagrams and sequence diagrams to create visual representations of the software's structure for later development.
- Document team and individual progress by completing weekly progress reports and team evaluations to maintain clear communication and efficiency.

Recipe for Ruin – *Website Developer*   **Philadelphia, PA • Sep 2024 - Present**
- Build a website for a game development project to provide users with an introduction to the gameplay, download links, and information about the game studio and its creators.
- Author all HTML, CSS, and Javascript files to ensure website functionality and user-friendly design that matches the aesthetics of the game and game studio.
- Communicate with the development and creative sides of the team by participating in stand-up meetings to maintain production adjustments that support the team's final vision for the project.
- Lead other aspects of the production side including creating a video trailer for the game and gathering data on the team for the website's media and content.

Plane Chaser – *Game Developer*   **Philadelphia, PA • April 2024 - June 2024**
- Designed and built a 2D top-down game with 3D assets in a 3-person team for my Computer Game Design & Development course project.
- Wrote C# scripts to handle behaviors of objects within the game and implemented animations to create a more interesting gameplay experience for users.
- Implemented sounds and visual effects into the gameplay, by using Unity's built-in tools, adjusting the camera position values, and adding overlay screens.
- Illustrated various 2D assets including the game logo, buttons, and display text.

V2K – *Website Developer*   **Philadelphia, PA • July 2024 - Aug 2024**
- Built an e-commerce website with account creation and authorization features in a 3-person team for my Web Development course project.
- Designed and planned the structure of the web pages using Figma to organize the placement of the different parts, ensuring a clear vision of our goal before coding started.
- Developed the website's core features using HTML, CSS, and JavaScript languages, ensuring functionality and user-friendly interfaces on all parts of the website.
- Implemented a database system to hold information about user login information and items being sold and researched Stripe API to handle order processing.

Music Chatroom – *Full Stack Developer*   **Philadelphia, PA • Jan 2022 - June 2022**
- Created a website with a live chatroom and music player in a 4-person team for my Freshman Design Project.
- Designed and developed the website's customization and chat features using HTML, CSS, and JavaScript, ensuring functionality on all parts of the website.
- Researched and implemented the Spotify Web API to set up the music player and connect user information with the side display.
- Compiled code reviews and created weekly progress reports to maintain efficiency and communication within the team while following Agile methodology.

ORGANIZATIONS AND ACTIVITIES

| Women in Computing Society | Drexel Badminton Club | Asian Students Association | Drexel CyberDragons |
| Women's Empowerment | Drexel Urban Growers | Paper Moon Radio Station | Pennoni Honors College |

HONORS AND AWARDS

Dean's List, 2024 - Present   Ambassador National Community Service Award, 2020
A.J. Drexel Scholarship, 2021 - Present   Merit National Community Service Award, 2019
Drexel Pennoni Honors Program, 2021 - Present