

Kirstin Oaldon

Indianapolis, IN | kirstin.oaldon@gmail.com

Objective

- Highly motivated Software Developer with strong analytical, problem solving, and research skills eagerly searching for new employment opportunities for professional growth.

Education

SOFTWARE DEVELOPMENT | JULY 2020| ELEVEN FIFTY ACADEMY

- Immersive Software Development Boot Camp

MASTER OF SCIENCE | MAY 2017 | INDIANA UNIVERSITY-PURDUE UNIVERSITY INDIANAPOLIS

- Major: Criminal Justice and Public Safety

BACHELOR OF SCIENCE| MAY 2014 | INDIANA UNIVERSITY-PURDUE UNIVERSITY COLUMBUS

- Major: Psychology

Skills

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|--------|-------------------|--------------------|-----------------|
| · HTML | · ArcGIS | · MS Word, Access, | · SPSS |
| · CSS | · SQL, SQL Server | Excel, PowerPoint, | · Research |
| · C# | · R, R Studio | Publisher | · Data Analysis |

Employment

ADMINISTRATIVE ASSISTANT| WESTFIELD FIRE DEPARTMENT | JUNE 2019 – FEBRUARY 2020

- Maintained credential tracking system to ensure all professionals were up to date in trainings and credentials and provided administrative support to Fire Chief, Deputy Chief, and all Division Chiefs.

PART-TIME GIS/DATA ANALYST | WESTFIELD FIRE DEPARTMENT | DECEMBER 2018 – JUNE 2019

- Created GIS map images for use in documents and maintained credential tracking system to ensure all professionals were up to date in trainings and credentials.

IT SUPPORT SPECIALIST| TANGRAM | JUNE 2018– DECEMBER 2018

- Performed routine computer maintenance and setup for staff laptops.
- Aided the IT Director during new hire orientation regarding IT policies and software training.

FRONT DESK COORDINATOR--TEMPORARY | ROBERT HALF OFFICE TEAM | APRIL 2018– JUNE 2018

GEOGRAPHIC INFORMATICS INTERN | THE POLIS CENTER | MAY 2016 – MAY 2017

- Aided Senior Research Analyst and clients in analyzing data for data trends.
- Retrieved and managed asset location data for use on the Savi.org website.
- Developed workflows for formatting and packaging data to be used in an online database.