

Antonia Leonard

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Education

Kennesaw State University - College of Information Technology

Exp. Grad: May 2027

Bachelor of Science in Information Technology with Concentration in Data Analytics and Tech | GPA: 3.9

- **Relevant coursework:** Programming & Problem Solving I, Programming & Problem Solving II, Hardware & Software Concepts, Software Acquisition & Project Management, Probability & Data Analysis, Intro to Web Development, etc.
 - **Achievements:** Presidents List (Fall 2023/Spring 2024), HOPE Scholar, Assistance League of Atlanta Scholarship, Susan Choate Endowed Scholarship, Mortin Endowed Scholarship.
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Work Experience

Resident Assistant

08/2024 - Current

Kennesaw State University - Housing & Residence

- Responsible for managing immediate incident response and contacting the appropriate professional staff members as necessary.
- Address and mediate conflict between residents and ensure that residents are following community guidelines and safety procedures.
- Provide support and guidance to residents, pointing them to appropriate campus resources.

Facility Operations Assistant

05/2024 - Current

Kennesaw State University - Sports and Recreation

- Act as shift manager, overseeing the attendants working within assigned area(s)
- Enforce building entry policies; checking ID and guest passes of patrons as they swipe in and out
- Produce reports and forms including but not limited to Shift Reports, Facility Work Orders and Accident Reports
- Responds to inquiries concerning departmental facilities, programs and services in a timely and professional manner

Sales Associate

11/2021 - 04/2023

Old Navy - Douglasville, GA

- Efficiently used point-of-sale system to check out an average of 40+ customers daily.
 - Managed the fitting room department, maintaining order and assisting 15+ customers daily to rooms while efficiently processing unwanted items per shift.
 - Trained new employees on company procedures, resulting in an increase in department efficiency.
 - Promoted sales by successfully offering credit cards and rewards to 70% of eligible customers, contributing to an increase in overall sales revenue.
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Skills

Software: Java, Python, R, HTML/CSS, Javascript, Microsoft Office365, Sharepoint

Soft Skills: Strong customer service skills and email etiquette, Strong attention to detail and follow up skills, Team oriented, Willingness to learn.

CPR/AED Certified

Interests: Web Development, Ux/UI development, Security