TO: Dr. Vincent Robles, Professor

FROM: Alex Leventis, Student

SUBJECT: Project #4 Revisions with Reflective Memo

DATE: December 10, 2023

Introduction

The purpose of this document is to discuss the revisions that have been made to past projects and reflect on what has been learned this past semester. Over the course of the semester I have Identified my strengths and weaknesses in professional writing and learned to correct some of my weaknesses. As I produced these projects, I aimed to create complete and finished product for each project and in the process of doing so learned to identify certain major features of each project and its genre. The cover letter/resume, the instructions, and the recommendation report have all been revised with their previously found weaknesses in mind.

Discussion

- *Cover Letter and Resume*

Made changes to the cover letter, in a very small manner. Added a brief line right before the hook expressing interest to the company, and also deleted some extraneous words. I made these changes in order to make the cover letter more personable to the company that I would send this to; if I just started with a hook then it would make the cover letter seem very general and not targeted at any specific entity. As for the Resume, I shortened the summary and the communication portions to make them easier to read for someone who might read a hundred resumes a day. They became shorter but still keep the content that needs to be conveyed. I then lengthened the descriptions of the past work experiences to give the reader a better understanding of what I did and what I gained from each experience.

- *Instructions*

For the instructions the decision was made to keep most of the content the same as before as each thing was pretty vital to the instructions, shortening the content would only make the instructions less precise. Some sources for a few pictures that weren't sourced by the author were added. The overview-like style that had been present in a few of the steps was ultimately kept due to the nature of the steps being a supplementary exercise that aided but wasn't necessary in learning the main topic of the instructions, the pictures themselves were decided to be instruction enough for such steps.

- *Recommendation Report*

The recommendation report had three things that were added. The pictures of the phones were added shortly before the final draft was turned in as well as sources where the phones could be found. And the final revision was a chart to make it easier for the audience to discern the benefits and drawbacks of each product. The key part of this project was making it digestible for the audience. Each addition made it easier to grasp and draw conclusions for one's own self.

Conclusion

I have learned while revising these documents that it isn't always about what you say, but instead it is important to understand the intricacies of how something should look and be formatted as well. Overall the main corrections I made were to formatting and the general look of my final copy. My weakness was definitely evident in this area and am satisfied with the correction that's have been made. I believe that after the revisions these projects are now clear, concise, coherent, and complete, final products.

Alexander Leventis

Computer Science Major

CONTACT

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Amadeus Inc.
Orlando office
501 West Church St Floor 3
Orlando 32805

To whom it may concern,

I am very interested in the opportunity to work at your company Amadeus Inc.

Are you looking for a software development intern with:

- A Computer Science major in Junior year?
- Knowledge of software developing environments and the java programming language?
- Excellent written and Oral Communication skills?
- The ability to work under pressure while still maintaining attention to detail?
- Great teamwork and interpersonal abilities?

If so, then look no further. I have experience handling multiple projects at once and working with a group of people to implement simple software like a simplified virtual machine, and parts of a compiler including the Lexer and Parser. I am interested in further expanding my software development skills by working with you.

I would very much like to discuss opportunities with Amadeus Inc. To schedule an interview, please call me at 123-456-7890. The best time to reach me is between 10:00am and 6:00pm, but you can leave a voice message at any time, and I will return your call.

Thank you for taking the time to review my resume. I look forward to talking with you.

Sincerely,

Alexander Leventis

Alexander Leventis

Computer Science Major

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Summary

I am a Junior in Computer Science at the University of Central Florida, looking to expand my software Development skills and gain a better understanding of the industry as a whole. I am a self-starter who can collaborate well with a team and stay objective based. My previous work experience has taught me communication, working under stress and time constraints, as well as to identify where I can be of the most use. My school experience has laid a great foundation for me to take in knowledge quickly.

EDUCATION

University of Central Florida, Orlando, FL
3.2 GPA
Related Coursework:
Simplified virtual machine, Lexer, Parser

EXPERIENCE

Summers of 2020 and 2021
Cashier • Greek Island Imports
Remembering a dozen or so prices of unlabeled products, wrapping delicate products after a sale, and watching out for theft

Summer 2022
Valet • attendant • Sunshine Valet
Parking and retrieving vehicles for hotel guests, oftentimes as the only valet present that day. Needed to be able to hustle so there isn't a traffic buildup.

Summer 2022
Team Member • line cook • Steak 'n Shake, Oldsmar FL
Grilled burgers, made to order. Oftentimes understaffed so dressing the burgers at the same time as the cooking. Needed to be able to handle many orders at once.

Summer 2023 - Current
UCF Athletics • operations associate • University of Central FL Orlando
Groundskeeping to keep the campus in good condition, working with a team to set up for the UCF sports games as well as breakdown after the games.

KEY SKILLS

Java language
C language
Python Language
Microsoft Office
Visual Studio Code
Linux Systems
Windows systems

COMMUNICATION

Whenever I collaborate with a team, I ensure I have the full picture before I begin working. If in doubt I always ask questions to ensure I am approaching a situation correctly. When dealing with customers and collaborators, I always have an optimistic attitude about the matter at hand.

Instructions for Learning a Handstand

Disclaimer

The following instructions for learning a handstand are meant for anyone that has a basic amount of athleticism; having trained to a certain amount of shoulder strength and flexibility as well as core strength are vitally important for progressing past step 1, meaning step 1 may take the longest and should be repeated even after moving to the next step. The methods listed are meant to give an individual the tools to do a handstand and are Just one of many ways of learning the handstand. There are many different methods that could be used interchangeably with the methods listed in the instructions to teach the same muscle memory; Overall the main steps are universal and vital for avoiding injury. It is also important to note that everyone progresses at a different pace, these steps are meant to be repeated over the span of many days and weeks, not all in one day. If one is too willful about training, it can lead to injury and ultimately slow progression.

Introduction

Learning the handstand is a process of giving one's body the tools and repetitions to do an unassisted handstand. Tools needed include being comfortable upside down, kicking up, bailing safely, and balancing on your hands for a period. The steps are for the readers to come back too day after day until the mind and body connections are made to complete the final step. The only things that are needed are a stick for stretching the shoulders, a floor with an area where you could lie down without touching anything, and a bare wall. Be mindful of any ceiling fans in the area as well when picking an area.

Discussion

Step 1. Warming up

It is important to warm up the shoulders and wrists before attempting any of the other steps. This step should be done every day before continuing to other steps in order to prevent injury. Stretching after practice is also important for recovery. The warmups are simple and could be added to if one feels it isn't enough, it is up to the readers discretion to determine if they are warmed up enough to support their own body weight on the wrists.

1.1 Hold for 5 to 10 seconds on each hand

1.2 Hold for 5 to 10 seconds on each hand

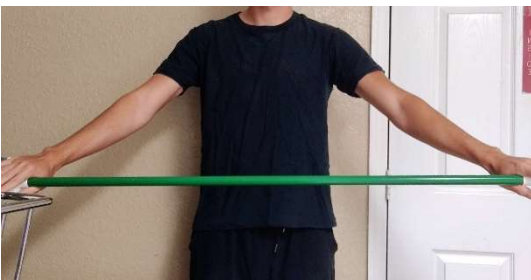1.3 Hold for 5 to 10 seconds on each hand

1.4 Grab the palm of the hand and the thumb with your fingers and use your thumb to push the pinky in towards you, it should feel like a wrist rotation. Hold for 5 to 10 seconds on each hand.

1.5 Using a stick to rotate your shoulders, repeat 10 times back and forth.

1)

2)

3)

Step 2. Getting your strength up

It is important to have the requisite strength to support the load on the shoulders during a handstand, regular pushups will give you the triceps strength necessary to not collapse your arms underneath you while attempting the handstand. Practicing the pike pushup will give you the needed strength in the shoulders to prevent injury. The hollow body hold will help give the body the muscle memory to remain in the handstand position when the body is stacked on the shoulders, it also helps improve core strength to stay up without the body falling in either direction. Finally the last thing to practice is the frog stand, which will give you the basic hand balancing muscle memory that is needed to stay in the handstand. The pictures show the start and end positions of each exercise

2.1 The pushup is a basic benchmark for having the strength necessary to do a handstand, being able to do a few pushups is a good way of checking if you have the requisite strength. Practice doing pushups until you can do at least 10.
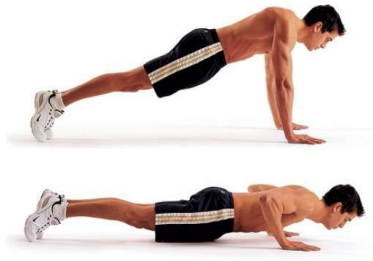

2.2 The pike pushup is a more difficult version of the pushup; you place more of your body weight on the shoulders. Repetitions aren't as important for practicing this exercise, instead, bringing the feet closer to the hands or elevating the feet will increase the load on the shoulders. When going down the bicep should be parallel to the ground. Practicing the pike pushup should be continued even after moving from this step, doing 5-10 repetitions, and then moving your feet closer and doing 5 more should be a good check to move on.
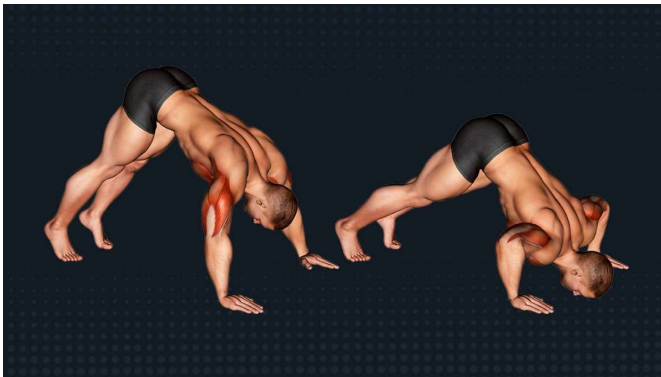
2.3 The hollow body hold should be held for at least 30 seconds per repetition. Holding for 60 seconds is even better. The second position in the image is the actual hold.

2.4 The frog stand actually mirrors the shoulder positioning of the pike pushup, but instead of the feet on the ground, you will place your inner thighs on the elbows and use your hands to balance. Holding for 30 seconds is a good way of telling if you should move on.
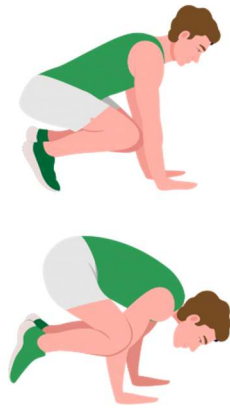

Step 3. getting comfortable upside down

Before one can hope to hold the handstand, the proper muscle memory needs to be acquired. Getting used to the handstand position is the first part, then the kickup against the wall will teach the body how to enter the handstand, the bail will teach the body to not get injured when coming down and will make one more comfortable with failure and in turn cause less panic when upside down.

3.1 Walking up the wall into the handstand position and holding for as long as you can but still having enough strength to walk back down. It is important to get your hands as close to the wall as possible without falling over.

3.2 Safely bailing from a handstand requires moving one of your hands forward and rotating your body in the direction of the more forwardly placed hand and bringing the feet down. Be careful and deliberate with your actions until you practice it enough to bail without thinking about it.
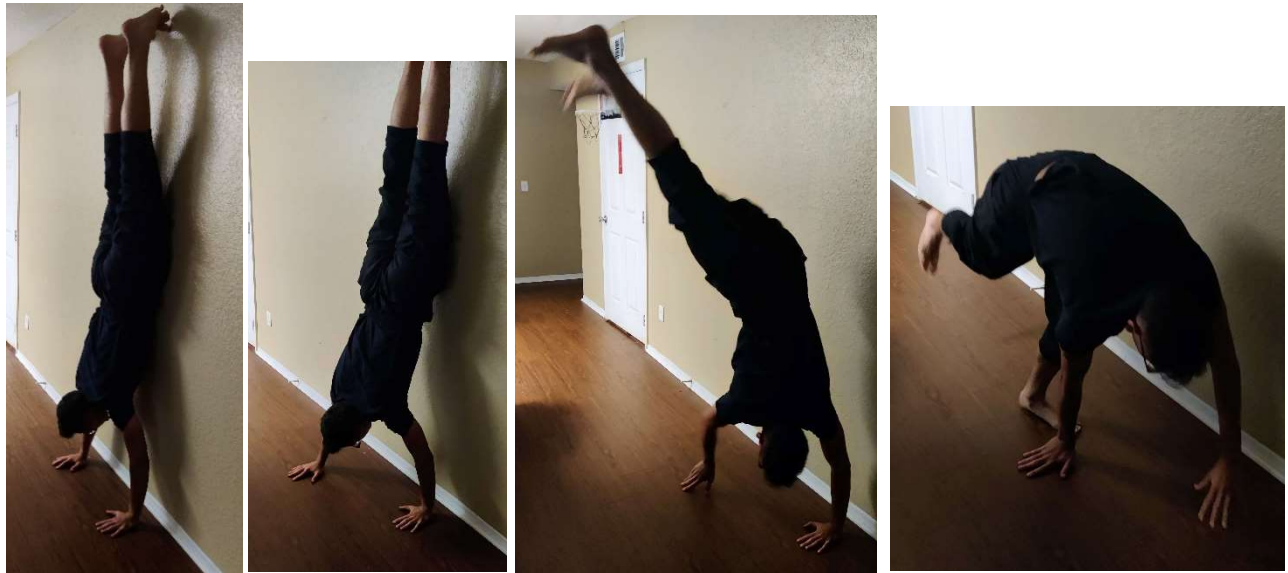
3.3 Kicking up against the wall is all about springing up with the bent leg and swinging the straight leg up towards the wall. The straight leg should be the first to touch the wall. You may be scared to fully commit at first, but if you have practiced bailing enough you should have nothing to fear. Practice doing this until you stop putting too little energy into the kickup and too much energy to where you slam into the wall, a gentle landing is best. Note that the body will not be perfectly stacked so it is important to continue to practice walking up the wall, so it doesn't affect your muscle memory negatively.

3.4 You can now kick up and bail, so now you need to start holding the position, using both techniques from 3.1 and 3.3 to condition your body to be comfortable for longer periods, you no longer need to walk back down so you should be able to push the time a lot longer than before.

Step 4. getting off the wall

Getting off the wall is actually pretty simple; it involves a hand pulsing exercise and toe kicks off the wall. Practicing these two techniques will allow one to practice the balancing of a handstand.

4.1 Pulsing the hands means to press your fingers into the ground. When you press the fingertip, your feet should naturally start to leave the wall, once they leave the wall stop pressing and let them fall back to the wall. This is the way the handstand is held, a constant pulsing of the fingertips on and off, on and off. Note that the hand is not flat, there are two points of contact on the hand, the fingertips are one and the palm is the other. First start with hands close to the wall, and then move away more to make it more difficult.
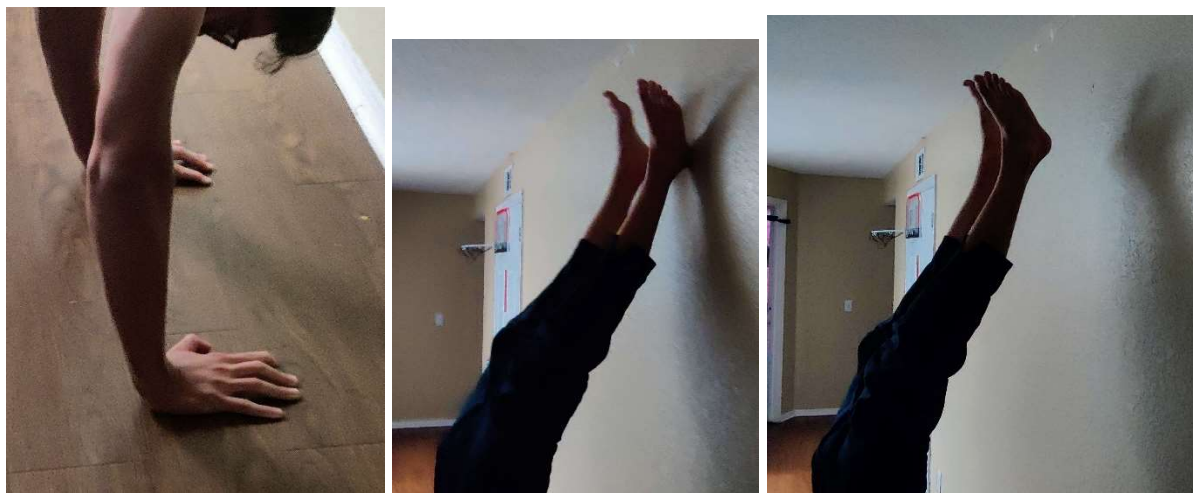
4.2 The next step is toe kicks off the wall. use the technique from 3.1, walking up the wall, once you are fully parallel to the wall but not quite touching, you need to slowly take one foot off the wall and start to shift your balance onto your hands from the wall,

then alternate with the other foot, with the goal of getting both feet off the wall and holding for a period using the technique from 4.1. Note you will probably have to bail often while practicing this.
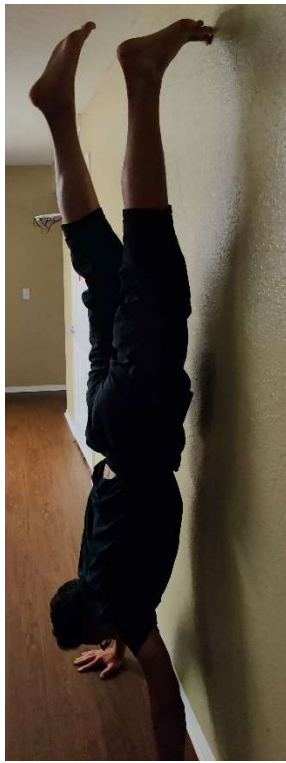
Step 5. Practicing

Finally you now have all the tools; after practicing each one of these steps, you will have all the tools needed to perform an unassisted handstand. All you need to do now is move away from the wall. Reaching this step does not mean you should stop practicing the previous steps, keep practicing both on the wall and now off the wall. And eventually the small successes will turn into big successes and muscle memory will do the rest. (Note that the positioning on the handstand is not completely straight in the below picture, perfect form would be a completely straight line, I took a lot of pictures and was pretty tired at this point so I could not get a perfect one)

Conclusion

The process of learning a handstand is quite difficult at times and can take a few months, but if one puts in a few minutes of practice every day, and learns each of these steps earnestly, an unassisted handstand isn't as impossible as one would think. Just focus on strengthening the body, teaching your body to kickup and bail, and finally holding the handstand with the wall's slight assistance here and there. Once you get all those things it's only a matter of combining them all.

Additional help should not be needed if the steps are continuously repeated until success.

Disclaimer

Most of the images are taken by the Author with the exception of step 2, those were stock photos taken from google images, those links to said images are below.

Sources

https://www.fitnesseducation.edu.au/blog/personal-training/how-to-push-up-proper-bodyweight-push-up-technique/

https://fitnessvolt.com/pike-push-up/

https://www.verywellfit.com/how-to-do-a-hollow-body-hold-techniques-benefits-variations-5079591

https://calisthenicsworld.nl/oefeningen/frog-stand/

Recommendation Report on Cell phones for a College Student

Introduction

- *Purpose*

  The purpose of this report is to recommend the best Android Phone for a College student with a small budget and a small social media presence.

- *Problem*

  A 20-year-old college student named Paco has recently broken his phone after dropping it too many times and generally wearing it down over the two years he's had it. Paco's in need of a new phone for a few reasons. One reason is because it is a vital tool he uses for school, the second reason is that he doesn't live very close to his immediate family and feels he needs a way to stay in contact with them, and the third reason is because he likes to listen to music while studying and exercising but hates having to spend money for his music thus he usually opts for an android phone. His budget to buy a phone is not large and he feels he can only spend up to 300 dollars on a phone, He would rather have a phone that lasts a few years instead of one that

will need to be replaced after a bit of time. The previous phone he had lasted 2 and a half years and was a OnePlus 8T which only quit working because of his own error (dropping and water damage). He is considering just buying the same phone again for $350 but wants to shop around a little to see if he can find a better option. Two other possible options are the Google Pixel 6a and the Samsung Galaxy A03s.

| 8T | A03s | 6a |

- *Scope*

This report compares two new phone options and the previously owned phone, using the four criteria: **battery, price, reliability, performance**.

Discussion

- **Criterion 1: Battery**

  - **Explanation**

  The battery life needs to last throughout the school day and should be able to play music without a significant loss of total operation time on one charge.

  - **Data**

  The Previous phone, the OnePlus 8T battery could last all day with a 4500 mAh battery that can be charged to 100% in 39 minutes. The Google Pixel 6a has a 4410 mAh battery and could be charged to 100% in approximately 1 hour and 50 minutes. The battery is not far behind the 8T, but the charging time is significantly longer. The Samsung Galaxy A03s has the largest battery of the three with a 5000mAh battery that can last up to 39 hours but takes a toll on the charging speed with a charge to 100% in approximately 2-3 hours.

  - **Interpretation**

The 8T could perform in between these 2 phones in terms of battery quality and the best overall for this criterion would be the A03s with its 5000mAh, Paco's requirements for a battery are mainly focused on his time at school and listening to music, so the 39-hour battery would be able to last for the entirety of his school time even if he is playing music the entire time. The 6a on the other hand can match, if not slightly under perform the 8T in the battery aspect but not entirely lose out to the point it would be noticeable to Paco.

- **Criterion 2 : Price**

  - **Explanation**

  A price that is affordable for a student and can be achieved without saving very much. It is important for Paco who has a tight budget.

  - **Data**

  The 8T can be purchased from amazon at $350, The 6a can be purchased for $229 from the same source and finally the A03's is the cheapest option with a price of $116.

  - **Interpretation**

  Obviously The 8T is overbudget for Paco, but not to a ridiculous degree. He also wouldn't need to buy a case since he still has a working case from his previous 8T he owned. The next affordable option is the 6a which is within Paco's budget even if he bought a case for it. The final option, the A03s would be an extremely cheap option that would not stress Paco's wallet too much even if he bought a good case. Overall, for the price, it will just come down to if the rest of the criteria of the 8T can explain the price being over budget slightly.

- **Criterion 3: Reliability**

  - **Explanation**

  The reliability in software is important as well because a phone can sometimes not last very long due to its software losing support and it not receiving new updates. It can quickly slow down and needs to be replaced, which is also not good for someone on a budget because then they would have to buy a new phone rather quickly.

  - **Data**

  The last Software update for the 8T occurred on October 4th, just this month, so there are no guarantees it won't slow down and lose out in its ability to run operations effectively. The 6a will continue to receive updates until July 2025 and can be guaranteed to run well until that time. The A03s is also expected to receive updates until 2025 so the 6a and the A03s are similar in that respect.

- - Interpretation

The 8T loses out in this criterion completely and the 6a and A03s are neck and neck in this respect. Paco might need to consider the 8T as possibly unreliable in the long term despite his past experiences with the phone being very reliable.

- **Criterion 4: Performance**

  - **Explanation**

  The performance of a phone is how fast its operations are. Is the storage adequate? Can it have multiple apps open at once without slowing? How fast can it do a lookup on the internet? It is important for a student's efficiency in finding information as well as general user satisfaction when interacting with the phone.
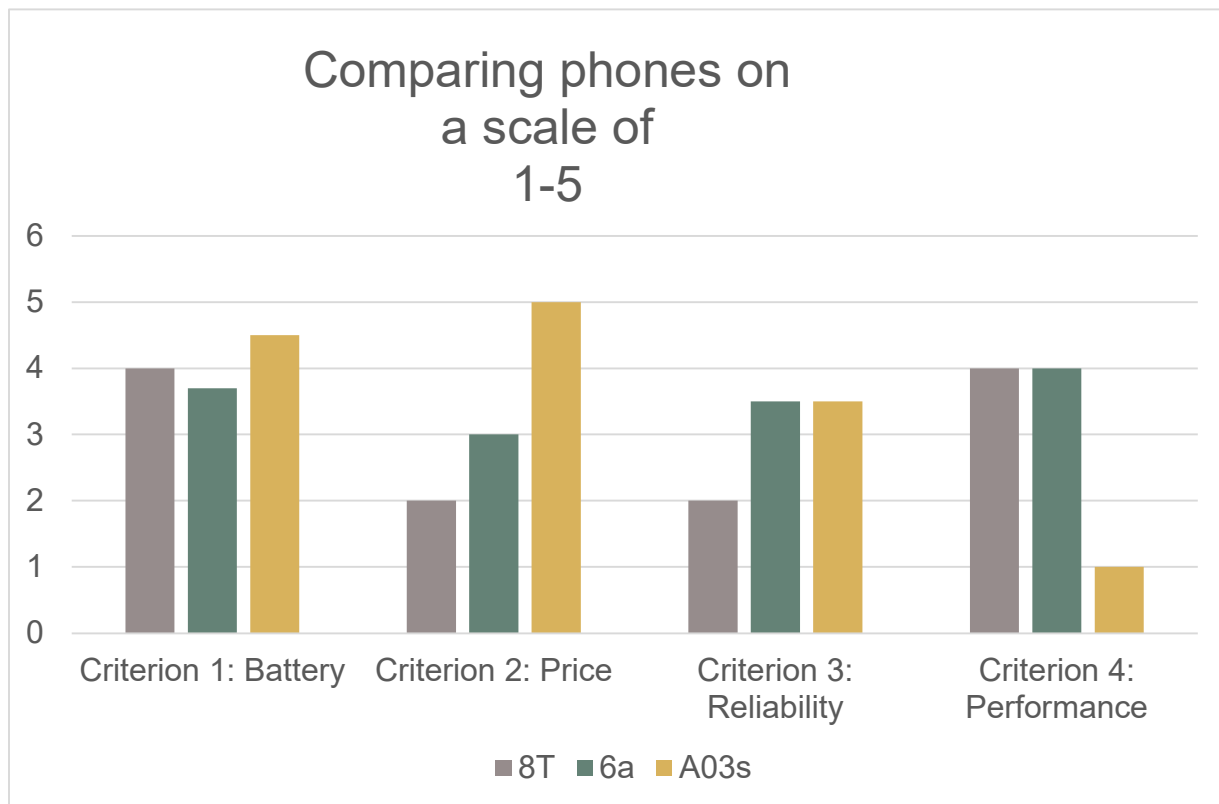
  - **Data**

  The 8T currently has great software and is very snappy with its responsiveness, it can run multiple screens at once and can run multiple apps at the same time, the storage is also large with 256 GB of available space and is 5G compatible. The 6a is faster than the standard processor in its price range and might match the 8T, the storage has GB of available space and is also 5G compatible. So overall, this phone is neck and neck with the 8Ts performance. The A03s on the other hand does not have a noteworthy performance with its overall specs lagging behind the 8T and the 6a in every aspect. It only has 32 GB of available storage and is not 5G compatible. The lacking in the performance criterion is something to consider even if the price is cheaper.

  - **Interpretation**

  Paco used 81 GB of storage on his previous phone so he would need to consider a phone that has a great storage capacity so the A03s is not great in this department. Meanwhile the other two phones, the 8T and the 6a both would have acceptable performances and even sport 5g so he can look things up for school quickly.

Conclusion

Comparing phones on a scale of 1-5

Bar chart comparing 8T, 6a, and A03s across four criteria:
- Criterion 1: Battery — 8T: 4, 6a: 3.7, A03s: 4.5
- Criterion 2: Price — 8T: 2, 6a: 3, A03s: 5
- Criterion 3: Reliability — 8T: 2, 6a: 3.5, A03s: 3.5
- Criterion 4: Performance — 8T: 4, 6a: 4, A03s: 1

Legend: ■ 8T ■ 6a ■ A03s

- *Summary*

 After reviewing the data, the 8T loses out in the **battery** criteria to the A03s but not by much, the **price** criteria is also defeated by the A03s but the 6a isn't a bad option either for the price. Overall, the **reliability** is still fair for the 8T but the 6a and the A03s beat it out in terms of future software updates. Finally, there is the **performance** with the 8T shining through with the greatest overall performance, which should be obvious considering its higher price. The 6a follows quickly behind it though with the almost equal performance abilities losing out in terms of storage to the 8T, the A03s on the other hand is nothing noteworthy in terms of performance and explains why the price is so low.

- *Conclusions*

In conclusion the overall **best overall option for Paco is the 6a** as it is between the 2 other options the most and never really loses out to a great degree in any of the criteria, the A03s almost wins out but the performance is not up to par, and this is a high priority to Paco.

- *Recommendation*

 Google Pixel 6a

Sources

Premium Procurement Supplies, November 11, 2023, *Google Pixel 6a - 5G Android Phone - Unlocked Smartphone with 12 Megapixel Camera and 24-Hour Battery – Charcoal*, Amazon.com, https://www.amazon.com/Google-Pixel-6a-Smartphone-Megapixel/dp/B0B3PSRHHN?th=1

Aimportar USA, October 23, 2023, *OnePlus 8T 5G Dual-SIM 256GB ROM 12GB RAM Factory Unlocked (GSM Only | No CDMA - not Compatible with Verizon/Sprint) International Version - Aquamarine Green*, Amazon.com, https://www.amazon.com/OnePlus-Dual-SIM-Unlocked-Smartphone-Aquamarine/dp/B08HJLH3F7?th=1

Amazon Warehouse, October 23, 2023, SAMSUNG Galaxy A03s Cell Phone, Factory Unlocked Android Smartphone, 32GB, 3 Camera Lenses, Infinity Display Screen, Long Battery Life, Expandable Storage, US Version, Black, Amazon.com, https://www.amazon.com/Electronics-Unlocked-Smartphone-Expandable-Infinite/dp/B09MZBTMQQ?th=1