

# Micah Braun

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I am a current student studying Software Engineering at Western Governors University and looking for internship experience in the software development/engineering space. My past and current projects showcase a wide range of interests but all fall within the scope of finding a need (accessibility, design) and seeing how something can be made using existing tools or - when necessary - by making your own tools.

## Work Experience

Administrative Assistant 06/2019 - 06/2020

Inside Out Inspection Services, LLC • Seattle, WA

Maintained schedule for inspector and coordinated scheduling with clients via phone and email.

Created "smart" spreadsheet with Google Sheets to display information and track client data resulting in 10 - 20% greater efficiency in expense reconciliation each month.

Managed edits and changes to company website using WordPress and HTML.

Admissions & Financial Aid Specialist 01/2014 - 05/2016

The University of Virginia • Charlottesville, VA

Wrote VBA scripts to automate office tasks, reducing seasonal work loads by 25%.

Researched and implemented a data filtering and matching method (using VBA) that reduced manual line-by-line transaction reconciliation time by up to 75%.

Performed frequent database queries and reports using the University's Student Information System (SIS) database querying system to provide up-to-date statistical information for administrators.

Private Contractor 09/2006 - 11/2011

Self-Employed • Fredericksburg, VA

Owned and operated free-lance landscaping (yard maintenance, commercial planting, event preparation, and pest control) and construction (drywall, mold remediation, electrical work, and interior and exterior painting) business.

## Education

Western Governors University • Online 11/2022 - Present

Bachelor of Science • Software Development

University of Mary Washington • Fredericksburg, VA 01/2012 - 08/2013

Bachelor of Science • Environmental Science

Germanna Community College • Fredericksburg, VA 09/2006 - 05/2010

Associate of Arts & Science • General Studies

## Skills/Certifications/Other

Programming Languages: Experienced with Python & Java, exposure to Swift, C#, C++, and Ruby

Web Development: Proficient with HTML5, CSS3, SCSS, JavaScript and exposure to React

MISC: Experience using Python with BeautifulSoup and/or Selenium for web scraping and automating tasks. Adept with Microsoft Office suites and using VBA within programs to automate tasks.

Certification in Python Programming: University of Washington, 2019