# petra novakovic

cs student

## contact

(602) 710- 3644
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pnovaz.github.io

## programming languages

HTML/CSS
Java
C/C++
Swift

## spoken languages

English
Spanish
Serbian/Croatian

## skills

**Technical**

Drupal Web Content Management, Data Structures and Algorithms, E-Commerce, iOS App Development, Web Design, SolidWorks

**Office**

Google Drive(Calendar, Docs, Sheets), Microsoft Office(Excel, Word, PowerPoint), 4 years customer service experience (answering phones, cash handling, interacting with customers)

**Government**

I hold government clearance at the secret level with USAID.

## education

2012-2017    **B.S. Computer Science, B.A. Political Science double major**    ASU
Minors: Spanish, Public Policy, GPA: 3.87

## projects

Sp 2017    **coffeeNOW iOS App**    github.com/pnovaz
I created a small app that allows users to find the nearest coffee shop, create a profile, and add a list of favorite coffee shops. I designed and developed the app using Swift 3 and XCode.

Sm 2016    **Comic Book Website**    github.com/pnovaz
A simple e-commerce website I created for a summer class I decided to take for fun. I designed and developed the site with basic HTML/CSS.

## tech experience

Sp 2016    **U.S. Agency for International Development (USAID)**    Washington, DC
I served as a full-time Program Management Intern for the bureau for Legislative and Public Affairs. I was in charge of reconstructing the Bureau's website using Drupal, scheduling interviews, handling travel documents for Foreign Service Officers, writing Standard Operating Procedures, and other Public Affairs related tasks such as escorting high profile guests and helping coordinate Agency events.

## leadership

2011-2015    **Harkins Theatres Team Member/Leader**    Phoenix, AZ
My duties included serving customers in Box Office, selling/upselling concession items, and ushering. I received an award for great customer service and for selling the most promotional items. I also helped train new team members.