

# Trinity Polk

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(214) 450 - 4333

## Education

### **Oregon State University (OSU)**

Corvallis, Oregon

September 2018 - Present

Major: Computer Science

Current Cumulative GPA: 3.68/4.00

Expected Graduation: Fall 2021

## Technical Skills

C/C++

Python

Java

SQL

PHP

Bash Scripts

HTML

CSS

MASM Assembly Language

JavaScript

Photoshop

SketchUp

Microsoft Word Suite

Google Suite

Canvas (LMS)

Salesforce

RealPage

## Relevant Coursework

Intro to Computer Science I and II

Data Structures

Web Development

Analysis of Algorithms

Computer Architecture & Assembly Language

Software Engineering I and II

Programming Language

Fundamentals

Introduction to Databases

Elements of Discrete Mathematics

Statistics for Engineers

Technical Writing

Social & Ethical Issues in Computer Science

Theory of Computation (current)

Operating Systems I (current)

Introduction to Security (current)

Introduction to Computer

Networks (current)

Senior Capstone Project (current)

## Work Experience

### **Accounting and Information Technology Intern, Touchmark, LLC**

Summer, 2018

Reconciled bank and fixed asset accounts; Modified system database to reflect updated financial codes; Recorded and analyzed accounts payable records; Processed resident refunds using property management ERP (RealPage); Administered and managed vision benefits program for approximately 800 enrollees

### **Research and Writing Studio Consultant, Oregon State University**

September 2018 - Present

Aided students with crafting various forms of written documents (including essays, resumes, and emails); Directed students on how to use the Oregon State University library website and research tools; Guided students in research (including finding, evaluating, and citing sources); Screened and onboarded new consultants in formal hiring committee; Mentored and trained several new consultants on Studio protocol and pedagogy

### **Client Experience Specialist Intern, Custom Decorators, Inc.**

Summer, 2018

Scheduled and managed job leads using Salesforce CRM; Answered incoming phone calls and assisted potential clients with their requests; Processed incoming leads and assigned to CDI sales representatives; Responded to and solved scheduling concerns from sales representatives and clients

### **Amazon Logistics Seasonal Sort Assistant, Amazon DPD1 Warehouse**

Summer, 2019

Read and understood drive routes of various sizes (car, van, and truck), gathered appropriate packages, and staged them for delivery; Lead new sort assistants through safety and warehouse protocols; Identified, managed, and rerouted misplaced packages; Approached for formal lead position, but left for schooling

## Awards and Activities

**Society of Women Engineers, Member, OSU**

2018 - Present

**STEMinist Initiative, Member, OSU**

2018 - Present

**National Society of Collegiate Scholars, Member, OSU**

2018 - Present

**ResiSTORE Student-Run Robotics Shop, Volunteer, OSU**

2019 - 2020

**VEX Robotics, Team Manager**

2018

**Computer Science and Engineering Student of the Year, Southridge HS**

2018

**International Community Service Leadership Award, Southridge HS**

2018

**Uganda Club, Co-President, Southridge HS**

2016 – 2018