**Trinity Polk**

contact.trinitypolk@gmail.com (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