

Sarah Rittgers
MC Box 4187, Middlebury, VT 05753
srittgers@middlebury.edu

Education:

Middlebury College

Middlebury, VT

- **Bachelor of Arts Candidate**, Computer Science, May 2019
- **GPA:** 3.95
- **Activities:** Middlebury College Orchestra, Habitat for Humanity
- **Honors:** Honorable Mention for the Paul W. Ward '25 Memorial Writing Prize, College Scholar (highest academic honor) three semesters
- **Relevant Courses:** Data Structures, Discrete Math, Computing for the Sciences, Linear Algebra
- **Programming Languages:** Python, Delphi, Java
- **Website:** www.sarahrittgers.com

Columbia High School; June 2015

Maplewood, NJ

- **Activities:** Achieve Volunteer Tutoring, Women's Varsity Field Hockey (Captain), Youth Orchestra
- **GPA:** 4.08
- **Honors:** National Merit Commended Scholar, AP Scholar with Distinction, FLENJ Senior Award (Spanish)

Work Experience:

Middlebury College

Middlebury, VT

Computer Science Grader

- Grade coursework for the introductory computer science class (CS 101)
- Communicate with the professor and other graders to ensure standardization and minimize errors

Middlebury College

Middlebury, VT

CTLR Peer Writing Tutor

- Work with students to help them determine areas of improvement in their writing and learn to make corrections on their own
- Help to improve skills in paper organization, thesis development, and general revising, among others

Middlebury College

Middlebury, VT

SEO/HR Assistant (September 2016 – February 2017)

- Take on a customer service role by assisting students fill out necessary paperwork and answering questions related to student employment
- Enter data and maintain student employment databases, being detail-oriented in handling confidential information in a professional and discrete manner

Mathnasium

Livingston, NJ

Computer Science Intern (May 2016 - Present)

- Create the staff weekly schedule, communicating with both employees and the owners to take into consideration employee availability and staffing needs of the four centers
- Work independently on programming small applications that successfully implemented Drag & Drop, the MVVM pattern, and use of the Google Calendar API.

Middlebury College

Middlebury, VT

Theater Production Assistant

- Solve problems in three dimensions to build and paint sets, hang lights, and complete any other tasks needed for school productions.

Volunteering:

HOPE

Middlebury, VT

Receptionist (January 2017 – Present)

- Serve as the first face that those seeking assistance interact with, providing a friendly demeanor
- Carefully maintain records of use of the food shelf, surplus foods, and other services provided

United Way of Addison County

Middlebury, VT

FAST Tax Assistant (January 2016 - Present)

- Talk one-on-one with low to middle income households about the filing process
- Offer guidance and support as households filled out tax forms and encouraged them to take control of their finances