

Sarah Rittgers
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Education:

Middlebury College

Middlebury, VT

- **Bachelor of Arts Candidate**, Computer Science, May 2019
- **GPA:** 3.92
- **Honors:** Honorable Mention for the Paul W. Ward '25 Memorial Writing Prize, College Scholar (highest academic honor) two semesters
- **Relevant Courses:** Data Structures, Discrete Math, Computing for the Sciences, Linear Algebra
- **Programming Languages:** Python, Delphi, Java

Columbia High School; June 2015

Maplewood, NJ

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

Experience:

Middlebury College

Middlebury, VT

SEO/HR Assistant (September 2016 – Present)

- 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)

- Achieve fluency of the object-oriented programming language Delphi
- 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
- Develop a mockup for the user interface of an application that will be used to replace the current process for creating the staff weekly schedule
- Work independently on programming small applications, eventually to be integrated into the scheduling application, that successfully implemented Drag & Drop, the MVVM pattern, and use of the Google Calendar API. Work with the VCL, FMX, LCL, and FNC components of TMS Software.

Middlebury College

Middlebury, VT

Theater Production Assistant (February 2016 - May 2016)

- Collaborated with the Middlebury theater department in preparing for and executing seasonal shows by building sets and hanging lights, among other tasks. Involved problem-solving in three dimensions and being detail-oriented when working with measurements and equipment.

United Way of Addison County

Middlebury, VT

FAST Tax Assistant (Spring 2016)

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

Visions Service Adventures

Patate, Ecuador

Participant (Summer 2014)

- One-month volunteer and Spanish immersion program
- Explored and engaged with the local community through various activities such as home stays and hands-on projects

Additional:

Activities: Middlebury College Orchestra, Habitat for Humanity

Other Summer Experience: Outward Bound (2013)