

# SAMANTHA GORDON

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## EDUCATION

**Syracuse University** | Syracuse, NY

May 2018 Graduation

**Information Management & Technology Major** | Bachelor of Science

- **Project Management and Web Design Dual Concentration**
- *Magna Cum Laude (3.7 GPA)*

**SU Abroad Program** | Strasbourg, France

Fall 2016

- Expanded global awareness by studying with international professors
- Participated in the World Forum for Democracy 2016 at the Council of Europe
- Regularly attended conferences at the Council of Europe and the European Parliament

## EXPERIENCE

**Technical Project Management Intern — HCL Technologies Ltd.** | Quincy, MA

Summer 2017

- Controlled quality and organization of data sets
- Analyzed Request for Proposal documents
- Developed and formatted system processes
- Utilized Excel functionalities to create data visualization of system processes
- Provided provisional feedback for Managing Directors

**Hostess — Cape Sea Grille** | Harwich Port, MA

Summers 2013-2016 & 2018

- Managed reservation schedule, answered phones, and greeted patrons
- Oversaw reservations to assure equanimity among restaurant staff
- Guaranteed customer satisfaction

## ACADEMIC PROJECTS

**Senior Capstone Social Media Consulting Project:**

Spring 2018

- **Role:** Consultant
- **Tasks:**
  - Taught medical research organization social media tactics to increase their following
  - Created detailed instruction manuals for Twitter, LinkedIn, Facebook, and Instagram
  - Provided a base knowledge of social media marketing for non-profit organizations

**Final Web Design Project:**

Fall 2017

- **Role:** Programmer
- **Tasks:**
  - Developed a website for a local restaurant
  - Utilized HTML 5, CSS 3, and JavaScript in Visual Studio Code

**MeetUp — Final Python Application:**

Fall 2017

- **Role:** Programmer
- **Tasks:**
  - Programmed an application to display top restaurants between two given locations
  - Utilized Google Places API, GeoPy, Pandas, and Folium

## TECHNICAL SKILLS

- **Computer Languages:** SQL, Python, HTML, CSS, JavaScript, JQuery, AngularJS
- **Computing Platforms:** SQL Server, Anaconda, Jupyter, Visual Studio Code
- **Computer Systems:** OSX/Unix and Microsoft/Linux
- **Additional:** Amazon Web Services, Google Web Services, Microsoft Office Suite

## EXTRA CURRICULAR ACTIVITIES

**Kappa Alpha Theta Fraternity** | Syracuse, NY

Fall 2015-Spring 2018

- 2017 Nomination Committee Member
- Partnered with Court Appointed Special Advocates (Syracuse branch)