

# RIELLE CAJERAS

## CONTACT INFORMATION



**Email:**

bowlof\_rice@outlook.com



**Number:**

(615) 482 - 3956



**GitHub:**

github.com  
/sm0lrice

## TECHNICAL EXPERIENCE

### Languages:

- Java
- C
- Python
- HTML
- CSS

### Operating Systems:

- Windows
- MacOS

### Software:

- Eclipse
- Visual Studio Code
- Jupyter Notebook
- IntelliJ
- Stackblitz
- Microsoft Office

## RELEVANT COURSEWORK:

- Algorithms and Data Structures
- Computer Organization and Assembly
- Object-Oriented Programming
- Python Programming
- Discrete Structures
- Web Development

## SKILLS

- Organization
- Communication

## RELEVANT EXPERIENCE

### Office Manager, October 2019 – August 2022

Crimson2Go, Tuscaloosa, AL

- Managed dispatch of 600+ orders to Crimson2Go partnering restaurants and associated drivers.
- Identified and resolved logistics issues in coordination with Crimson2Go partnering restaurants, customers, and the local company's fleet of drivers.
- Coordinated routes for drivers leading to increased efficiency, significantly minimizing redundancy in routing.
- Troubleshoot technical issues related to customer concerns, leading to successful resolution.

### Billing and Compliance Intern, September 2014 – May 2015

University Medical Center, Tuscaloosa, AL

- Conducted regular unapplied payments reports to generate a working current account balance.
- Performed monthly write-off reporting, providing accurate write-off and patient account updates via the practice management system software.
- Analyzed and identified patient information for inaccuracies, proceeding to modify and update documentation for increased readability and relevancy.

## WORK EXPERIENCE

### Delivery Driver, November 2017 – August 2022

Crimson2Go, Tuscaloosa, AL

- Implemented and successfully executed a strategy to decrease customer wait time for pick-up and delivery orders, resulting in increased customer satisfaction and efficient use of company resources.
- Identified and resolved technical issues in coordination with Crimson2Go partnering restaurants.

### Food Runner, & Hostess, May 2016 – December 2018

Surin of Thailand, Tuscaloosa, AL

- Estimated how much of each product is needed for the day and following days to ensure enough goods available for purchase.
- Greeted and strategically sat customers to maximize the restaurant space.

## ORGANIZATIONS

### Women in Technology at UAB, Active Member | 2022 - Present

- Further the mission of the organization which encourages women of all fields that are interested in computer science and technology related career fields to establish an academic community by promoting growth and involvement through planning and execution of events.
- Attends monthly "Tech Talks" interactive and team-based workshops that cover a variety of technical topics such as Git, GitHub, Version Control Systems (VCS) and available software platforms designed to increase technical skill sets within a low-pressure, yet dynamic environment.

### World Conquest Inc., Volunteer Registration Head | 2014 - 2020

- Scheduled meetings for new and existing members with other registration directors to communicate information and procedures, creating a uniform flow of new developments, established rules and information.
- Assessed previous registration system and developed a new procedure, drastically decreasing wait times from 60 minutes to 5 minutes.
- Evaluated and acknowledged previous years concerns, issues, and technical difficulties, preparing the team for any situation.
- Provided registration assistance to an increasing clientele, efficiently registering 9000 patrons.
- Function as liaison for the registration department between management and public entities.

## EDUCATION

### Bachelor of Arts in Computer Science, December 2024

The University of Alabama - Birmingham, Birmingham, AL  
Major: Computer Science

### Bachelor of Science in Commerce and Business Administration, August 2015

The University of Alabama, Tuscaloosa, AL  
Major: Management  
Specialization: Management Communication, Healthcare Management