

# Richard J. Tarkowski

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## EDUCATION

### Grand Traverse Academy, Traverse City

September 2013 - May 2017

- Cumulative GPA: 3.9/4.0
- Successfully completed AP English Language and AP Calculus.
- Participated on Varsity basketball team (2014-2017), Conference Co-Champions 2016.
- Ran on Varsity cross country team (2013-2016).
- Member of the National Honor Society. Involved volunteer work and leadership (2015-2017).

### TBAISD Career-Tech Center, Traverse City

September 2015 - May 2017

- Cumulative GPA: 4.0/4.0
- Created multiple websites with HTML5, CSS3, and JavaScript.
- Learned Python; developed several text-based games with Python 3.5.
- Completed an extra English class through the program for additional English credits.
- Perfect Attendance Award - Quarter 1 (2015-2016) and Quarter 1 (2016-2017).
- Student of the Quarter - Quarter 2 (2015-2016), Quarter 3 (2015-2016).

### Northwestern Michigan College

September 2014 - May 2015, August 2017 - Present

- Dual-Enrolled during high school for two semesters.
- Furthered my HTML5, CSS3, JavaScript, and PHP skills.
- Worked with SQL Server using DML and DDL statements.
- Learned C# and how to use .NET class libraries such as WinForms and WPF.
- Utilized MongoDB for persistence and Web APIs for accessing online data in several C# apps.
- Experience with Visual Studio Interface, Microsoft SQL Server Management Studio, and Git.

## JOB EXPERIENCE

### Olesons, Traverse City

April 2015 - September 2015

- Obtained a part-time job; assisted customers by bagging groceries, took groceries to their car when needed.

## **Walgreens, Traverse City**

June 2016 - August 2018

- Acquired a full-time summer job and have maintained part-time status through college. Duties included:
- Customer Service - cash register sales, assisted customers when needed, answered phone calls.
- Inventory - unloaded items from the supply truck, stocked items on shelves, used Smart Count to keep record of the products available in-store.
- Leadership - responsible for helping co-workers in other departments.

## **Hagerty, Traverse City**

May 2018 - Present

- Responsible for designing, building, and managing an automation testing application to ensure that Salesforce features and web processes were fully functional in multiple environments.
- Wrote automated tests using Typescript, Nightwatch.js, and SQL, using a Page Object Model.
- Decreased manual efforts for the QA team by automating multiple tests.
- Utilized the Node Package Manager for automated package dependency.
- Created Reports and Dashboards in Salesforce to filter through data and locate specific records.
- Developed SOQL and SQL queries to retrieve records from Salesforce and the source system.
- Experienced in Agile software development; familiar with Scrum and Kanban workflows.
- Communicated effectively within teams to produce high quality work.
- Used Git and GitHub to work with others. Implemented a branching strategy, used pull requests to check each contributor's work, and tracked issues.
- Performed regression testing and user acceptance testing.

## **AWARDS**

- Earned Employee of the Month at Walgreens (2016).
- Kiwanis Club Student of the Month (2017).
- Awarded the NMC Presidential Scholarship, Terrapin Networks Scholarship, and Career-Tech Center Academic Scholarship.

## **TECHNICAL SKILLS**

- MTA Database Fundamentals - Microsoft (2018).
- HTML5 & CSS3 Specialist – uCertify & CIW (2018).
- Obtain a solid understanding of Salesforce.

## **VOLUNTEER WORK**

- **The Buckley Tabernacle:**  
Parking Lot Attendant: 30+ hours (2017-Present)
- **Grand Traverse Academy:**  
Mentor to a struggling freshman: 10+ hours (2016 - 2017)  
Trainer at elementary basketball camps: 10+ hours (2016 - 2017)