

VICTORIA SIMATUPANG

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EDUCATION

HUNTER COLLEGE

Bachelor of Arts in Computer Science
Honors: Jenny Hunter Scholar

Manhattan, NY

August 2014 – December 2018

Relevant Courses:

Software Analysis & Design, Android Application Development, Operating Systems, Computer Architecture, Symbolic Logic

BROOKLYN TECHNICAL HIGH SCHOOL

Advanced Regents Diploma with Honors
Honors: AP Scholar, Honor's List

Brooklyn, NY

September 2010 – June 2014

WORK EXPERIENCE

ADVANTAGE TESTING

Front Desk Receptionist

- Greets and assists clients as they come in and out of the facilities
- Maintains a record of clients that are taking exams
- Manages conflicts and situations that occur with clients and other external sources

New York, New York

January 2016 – Present

Office Assistant

- Updated, organized and maintained necessary paperwork and documents
- Maintained and updated online databases
- Managed and organized filing systems

September 2016 – August 2017

LEADERSHIP AND ACTIVITIES

DELTA PSI SIGMA SORORITY

Vice President

- Assists the president in managing the chapter
- Oversees, manages, and assists the other executive board positions
- Assumes the role of president or other executive board positions when necessary

New York, New York

June 2017 – Present

Webmistress

- Maintains and updates chapter website and all social media
- Creates all necessary advertisements for all events, including rush fliers and fundraising events
- Promotes activities and events through social media

May 2015 – December 2016

ADDITIONAL INFORMATION

Programming/Scripting Languages: C++, HTML, CSS, JavaScript, Java, Python

Software: Microsoft Office, Adobe Photoshop

Languages: Conversational Spanish

Interests: Photography, Traveling, Reading, Music