

# Zoe Gardner

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## EDUCATION

### The University of Oklahoma

*B.S. Information Science and Technology*

**Dec. 2025**

*Norman, OK*

- **Relevant Coursework:** Advanced Data Analytics, Programming with Python, Database Design & Information Organization, Information Visualization, Online Information Retrieval, Computer-based Information Systems, Technical Writing, Econometric Analysis.

## WORK EXPERIENCE

### Sapulpa Public Library

*Library Aide Intern*

**Aug. 2025 – Nov. 2025**

*Sapulpa, OK*

- Applied information science principles to manage digital collections, organize metadata, and streamline internal workflows for improved accessibility.
- Produced and edited digital content for the Genealogy Facebook page, including artifact photography, layout design, and content management.
- Assisted patrons with computer usage, scanning, printing, and email, enhancing their digital literacy and access to library resources.

### Blue Plate Cafe

*Server/Hostess*

**Jul. 2024 – Dec. 2025**

*Broken Arrow, OK*

- Delivered customer retention in a high-volume casual dining environment, efficiently managing multiple tasks while maintaining accuracy and composure.
- Consistently handled peak service periods; resolved guest issues efficiently while maintaining composure and attention to detail.
- Adapted to dynamic operational demands, including menu updates, special requests, and workflow changes, while maintaining high service standards.

### Academy Sports & Outdoors

*Sales Associate*

**Jul. 2022 – May 2023**

*Norman, OK*

- Leveraged product knowledge across multiple departments to assist customers and support team members in achieving sales goals.
- Processed transactions accurately through POS systems while maintaining organized merchandise displays and ensuring inventory integrity.
- Supported efficient store operations through attention to detail, proactive task management, and collaborative teamwork.

## SKILLS, INTERESTS, & CERTIFICATIONS

- **Certifications:** Google Data Analytics in Progress
- **Technical Skills:** Microsoft Excel, Word, PowerPoint, Tableau, RStudio, Canva, HTML, CSS, Python, Technical & Process Documentation.
- **Professional Skills:** Attention to Detail, Quality Control, Written & Verbal Communication, Speed & Accuracy (91 WPM)
- **Additional Highlights / Interests**  
Foreign Languages: ASL (2 yrs), German (3 yrs)  
Interests: AI development, Wasgij puzzles, reading, journaling, traveling