

Zoe Gardner

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EDUCATION

- The University of Oklahoma** Dec. 2025
B.S. Information Science and Technology 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** Aug. 2025 – Nov. 2025
Library Aide Intern 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** Jul. 2024 – Dec. 2025
Server/Hostess 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** Jul. 2022 – May 2023
Sales Associate 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