

REBECCA WEST

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EDUCATION

Georgia State University, Atlanta, GA 30302

[Spring 2021]

Bachelor of Science

- Major: Computer Science
- GPA: 2.82
- Academic Scholarships: Dean's List, HOPE Scholarship
- Related course work: Principles of Computer Science I & II, and Theoretical Foundations of Computer Science.

TECH SKILLS

Operating Systems:

- Worked on devices with Windows XP, Windows 7, Windows 8, Windows 10, and Mac OS

Software:

- Familiar with working in Final Cut Pro X 10, Final Cut Pro 7, iMovie 11, Excel, Microsoft Office, Google Drive, and Java.

ORGANIZATIONS

- **Girls++** (*Computer Science majors Association*)

EXPERIENCE

Internship

Grady IT Department

[Summer 2018] to

[End Date]

- Responsible for answering customers' calls, requests, and appointments for repairs, checkups, and questions about technology.
- Filed and organized documents regarding clients' status and records for their devices.

Community Service

Safe Haven

[Fall 2016] to [Spring

2017]

- Hosted and served the homeless breakfast and lunch meals.

Sales Associate

Dollar General

[May 2019] to

[Sept 2019]

- Interacted with customers daily, building strong customer base through providing personalized product guidance, resolving issues, following up on purchases, and opening new accounts.

- Performed daily department tasks including stocking, creating merchandise displays, remerchandising, pricing markdowns, transferring merchandise, inventory control, and processing transactions.
- Provided comprehensive follow-up, often going between customer and vendors to resolve issues, and tailoring resolutions to meet customer needs.

Student Assistant

Georgia State University

[Fall 2019] to
[Present]

- Assist students in handling their academic matters.
- Greet and assist students and faculty.
- Handle and respond to student inquiries.
- Maintain and manage student files in an organized manner.
- Assist and support teaching faculty in their daily tasks.