

GILLIAN M. ROBERTS

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A hard-working and ambitious computer science graduate, I am seeking a junior business analyst position where my management experience, coaching, computer programming and project development skills will maximize the organization's efficiency and effectiveness.

LEADERSHIP EXPERIENCE

Girls Who Code

Lead Teacher's Assistant (2020-2022)

- Taught HTML, CSS, and JavaScript to high school age girls and non-binary students
- Oversaw a team of four Teacher's Assistants as well as 50 students via Zoom/Discord
- Maintaining a supportive environment for students to grow into technical careers
- Three main projects: Personal Website (HTML and CSS), Personality Quiz (HTML, CSS, and JavaScript), Activist Website (HTML, CSS, and JavaScript)

Vice President of College Loop (2021-2022)

- Oversaw a team of five Teacher's Assistants as well as 50 girls via Zoom/Discord
- Maintaining a supportive environment for students to grow into technical careers
- Encouraged and built a technical community with fellow women in STEM on campus

Mimes and Mummers

Secretary (2020-2022)

- Collaborated with copyright holders to obtain clearance for creative productions
- Credits include: Producer, Lighting Designer, Costume Designer, Set Designer, Props Manager
- Served as a main point of contact for production coordination, management and press inquiries for Fordham's main stage theatre group

Carlson's Corner

Manager (2015-2021)

- Managed team and oversaw operations from order flow to payment transactions to setting up workflows
- Served as escalation point for a busy restaurant
- Employee scheduling and shift coordination
- Recruit and interview potential new hires
- On-board and train new staff members on policies and procedures

EDUCATION

B.S. Computer Science – Fordham University

RELEVANT COURSEWORK

Computer Algorithms, Data Mining, Computer Science I & II, Computer Organization, Data Structures, Information & Web Programming, Operating Systems, Database Systems, Data Communications and Networks, Mobile Programming

PROGRAMMING LANGUAGES

C++, HTML, CSS, JavaScript, Python, SQL

SOFTWARE SKILLS

Excel/Word/PowerPoint, Google Suite, GitHub, Android Studio, Unity