

TAMMY STELLAR

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OBJECTIVE: To obtain a summer internship with Company Y that will allow me to enhance my technical expertise while contributing to team objectives.

EDUCATION:

B.S. Computer Science/Business Administration GPA 3.12
University of Southern California May 2018

Related Coursework

Fundamentals of Computer Programming	Data Structures (IP)
Leading Organizations	Microeconomics for Business (IP)

Mira Loma High School, Sacramento, CA, IB Diploma, GPA 4.5	June 2014
American River College, Sacramento, CA, Computer Science Courses	2013-2014

TECHNICAL SKILLS:

- Applications: MS Office, Adobe CS4(basic), Adobe Flash(basic), Adobe Dreamweaver
- Languages: C++, JavaScript, HTML, Ruby on Rails
- Platforms: Linux, Microsoft Windows, Apple Mac OSX
- Foreign Language: Ukrainian, Russian, Conversational Spanish

WORK EXPERIENCE:

Information Technology Services: Learning Environments, Student Technical Assistant
University of Southern California, California Spring 2015 – Present

- Fixed and maintained audiovisual technology in university classrooms
- Provided support to faculty members needing assistance in the use of technological equipment

Natural Resources Management Internship, Technology Team Manager
Mira Loma High School, Sacramento, California September 2012-June 2014

- Organized video team schedules and production of project documentaries to introduce the community to the Arcade Creek Project's purpose and methods of aiding the environment
- Maintained project website using Adobe Dreamweaver for easy community access to the project
- Designed and created computer generated artistic publicity to increase community involvement and awareness of the Arcade Creek Project, using Adobe Flash and Illustrator

California Association of Student Councils, Summer Leadership Camp Counselor
UC Santa Barbara, California Summer 2013

- Taught delegates (high school students) management, leadership and team building skills

RESEARCH:

Integrated Media Systems Center, Research Assistant
University of Southern California, California Spring 2015 - Present

- Assisted PhD student in effective management of dynamic and large-scale transportation sensor data utilized by local company to enhance transportation network system.

LEADERSHIP/PROFESSIONAL INVOLVEMENT:

WIC (Women in Computing), Member	Spring 2015
SWE (Society of Women Engineers), Member, Student Affairs Committee	Fall 2014- Spring 2015
NOBE (National Organization of Business and Engineering), Member	Fall 2014- Spring 2015
CASC (California Association of Student Councils), Region 2 Secretary/Treasurer	Fall 2013- Spring 2014
R.E.S.P.E.C.T. Club, Secretary	Fall 2013- Spring 2014

Action Verbs

COMMUNICATION & TEAMWORK SKILLS

Addressed
Arbitrated
Authored
Composed
Communicated
Competed
Contacted
Conveyed
Corresponded
Demonstrated
Directed
Drafted
Edited
Encouraged
Enlisted
Exchanged
Explained
Initiated
Influenced
Informed
Instructed
Interpreted
Introduced
Lectured
Mediated
Moderated
Motivated
Negotiated
Notified
Participated
Presented
Persuaded
Promoted
Proofread
Publicized
Represented
Resolved
Responded
Supported
Wrote

TECHNICAL & RESEARCH SKILLS

Acquired
Activated
Administered
Analyzed
Applied
Assessed
Briefed
Calculated
Catalogued
Categorized
Channeled
Clarified
Coded
Collected
Compared
Compiled
Computed
Conducted
Contrasted
Defined
Delivered
Drafted
Evaluated
Examined
Experimented
Explored
Formulated
Implemented
Inquired
Inspected
Installed
Interpreted
Interviewed
Investigated
Mastered
Monitored
Operated
Processed
Programmed
Protected

Provided
Published
Recorded
Regulated
Repaired
Reported
Reviewed
Shared
Simulated
Solved
Studied
Summarized
Supported
Surveyed
Systematized
Tested
Trained
Translated
Tutored
Updated
Wrote

LEADERSHIP SKILLS

Achieved
Clarified
Decided
Delegated
Effectuated
Enhanced
Exceeded
Excelled
Headed
Improved
Inspired
Instigated
Led
Marketed
Motivated
Participated
Presided
Recommended
Revitalized
Succeeded
Tailored

MANAGEMENT & ORGANIZATIONAL SKILLS

Administered
Anticipated
Approved
Arranged
Assembled
Assigned
Catalogued
Classified
Completed
Conducted
Controlled
Coordinated
Correlated
Determined
Directed
Eliminated
Engineered
Evaluated
Executed
Expanded
Fixed
Implemented
Improved
Increased
Maintained
Managed
Oversaw
Perceived
Planned
Prepared
Procured
Provided
Recommended
Scheduled
Shaped
Solved
Specified
Succeeded
Supervised

CREATIVE

Acted
Conceptualized
Created
Designed
Developed
Directed
Established
Fashioned
Founded
Illustrated
Instituted
Integrated
Introduced
Invented
Memorized
Originated
Performed
Planned
Revitalized
Shaped
Sketched

FINANCIAL

Allocated
Analyzed
Appraised
Audited
Balanced
Budgeted
Calculated
Estimated
Financed
Forecasted
Minimized
Multiplied
Projected
Purchased
Raised
Rated
Reconciled
Secured
Submitted