

CAROLINE HARRISON

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SUMMARY

Energetic and well-organized student with a variety of work experience. Able to handle a high volume of tasks in a fast-paced environment with minimum supervision. Reliable self-starter who works well under pressure and is attentive to detail.

SKILLS PROFILE

Programming Skills

- Experience in Objective C, C, C++, Java, JavaScript, HTML, XML, PHP, MySQL, CSS, WordPress, Adobe Photoshop, Adobe Illustrator

Work Skills

- Extensive leadership skills from counseling kids at summer camps and leading part-time staff
- Equally comfortable speaking with technical and nontechnical clients
- Skilled at tutoring in computer skills
- Variety of job experience with customer service techniques
- Proficient with record keeping procedures
- Ability to communicate clearly and maintain effective working relationships with others

EMPLOYMENT HISTORY

Student Proctor

University of Texas, Computer Science

- CS 378--Behavioral Ethics in Computer Science
- Communicated with community service leader to develop projects (in collaboration with Google Fiber) that help bridge the digital divide
- Worked with nonprofits and students to scale and organize goals and skillsets
- Assisted the professor with e-mails, phone calls, meetings, grading, and class organization

Freelance Web Design

2009 – Present

Ongoing

- Personal business for freelance web development
- Design both backend and frontend for personal and for-profit websites
- Work with clients to teach basic web programming skills and site maintenance
- See carleihar.com for examples

Server, Brickhouse Tavern and Tap

2014

Austin, TX

- Fast-paced multi-tasking
- Extensive customer service
- Dispute resolution
- Anticipating customer concerns
- Teamwork skills

Technician, Lakeline Animal Care

2009 – 2014

Austin, TX

- Manage and direct part-time employees
- Communicate with clients over the phone and in person
- Recommend different products
- Updating charts and record keeping skills

Assistant, Texas Quarter Horse Association

2009 – 2010

Austin, TX

- Communicate with clients
- File papers
- Answer phones
- Deposit checks
- Help with audits
- Organize horse shows
- Write newsletters

EDUCATION

Austin Community College

2009 – 2011

Austin, TX

- Web Programming Associate's Degree
- Phi Theta Kappa Gold Membership

ACTIVITIES

Contemporary Issues in Computer Science Awards

2014

University of Texas

- 1st place for my idea on how to use technology to help a nonprofit, chosen by two professors and a TA
- 2nd place for my project on "micro celebrities," chosen by my peers

Phi Alpha Theta

2015

University of Texas

- National history honor society member

Gold Membership, Phi Theta Kappa

2011

Austin, TX

- Participated in meetings, 15 hours of community service, and honor seminars

James Avery Scholarship

2009

Houston, TX

- Awarded a \$5000 scholarship from James Avery Craftsman

Counselor, Slumber Falls Camp

2004-2012

New Braunfels, TX

- Counseled a week-long overnight youth camp every summer

Judge, Austin ISD Science Fair

2011

Austin, TX

- Judged middle school science fair projects

Eclipse Soccer Team

2008–2009

Sugar Land, TX

- Coached and organized a 6 & under soccer team

National Honor Society

2007–2009

Austin, TX

- Participated in meetings, 15 hours of community service, and honor seminars