

BRITNEY ALLEN

Clemson University | 803-640-6732 | britnea@g.clemson.edu | <http://meritpages.com/britnea19> | www.linkedin.com/in/britney-allen-778634119

Objective

Self-driven Sociology Major, Social Science emphasis, and Computer Science minor seeking a position where I can utilize my passion for helping others and coding skills to help the company accomplish its objectives. My strong interpersonal skills and leadership and coding experience, will allow me to succeed in any position.

Education

B.S. SOCIOLOGY MAJOR & COMPUTER SCIENCE MINOR • SPRING 2019 • CLEMSON UNIVERSITY

- 3.77 GPA
- Member of the Calhoun Honors College

Work Experience

COMMUNITY DEVELOPMENT ASSISTANT • CLEMSON UNIVERSITY • AUGUST 2018 – PRESENT

- Fulfill all duties of a Resident Assistant
- Manage schedule changes for the staff
- Collaborate with my Community Director for our community's social media accounts
- Manage inventory of community supplies
- Holding staff members accountable for community and floor billboard standards
- Assisting with staff development and team building exercises

MATH CONTENT INTERN • HAWKES LEARNING SYSTEMS COMPANY, MT. PLEASANT, SC • SUMMER 2017/2018

- Utilized HTML, MathML, Javascript, JQuery, CSS, and XHTML to convert textbooks from pdf format to accessible and interactive ePUB documents.
- Researched best practices to provide user with best learning experience, while maintaining content and ensuring accessibility.
- Worked alongside others to develop an ePub proposal and best practices documentation
- Edited and screened online learning material for defects in the code

RESIDENT ASSISTANT • CLEMSON UNIVERSITY • AUGUST 2016 – MAY 2018

- Mentor/role model for 25-39 first-year residents
- Develop academic and social programs for residents
- Update informational flyers and billboards
- Help residents work through internal and external conflict
- Serve as a knowledgeable campus resource
- Help Faculty-In-Residence's prepare programs

IT CONSULTANT • CLEMSON UNIVERSITY: CBSHS • AUGUST 2017 – MAY 2018

- Update and install programs and printer drivers
- Set-up workstations for new employees
- Troubleshoot printer, program, and computer issues
- Remove malware and adware from computers
- Develop documentation for solutions to common problems
- Work with the Joseph F. Sullivan Center

PEER/WISE INTERN • CLEMSON UNIVERSITY • AUGUST 2018 – NOVEMBER 2018

- Co-coordinated & co-executed recruitment event
- Gathered, coded, analyzed, and presented event data
- Gained experience with cold calling
- Database creation and management
- Structured and updated event paperwork
- Website Management via Cascade

Volunteer and Leadership Experience

- Early Alumni of Gamma Sigma Sigma Service Sorority (2017)
 - Volunteered with Clemson Elementary, Helping Hands, Sam Rankin Day

Skills

C/C++ | Java/Javascript | (X)HTML & ePub | Research | Organization | Leadership