

ALEXA BALDON

CONTACT INFORMATION

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Email

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LinkedIn

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PROGRAMMING AND MARKUP

- HTML/CSS
- Java
- Python (2.7 & 3.6.1)

SOFTWARE FAMILIARITY

Operating Systems

- Mac OS
- MS Windows
- iOS
- Linux

Learning Management

- Moodle
- Brightspace
- Connexus

E-Learning

- Wacom
- Adobe Photoshop
- Readspeaker
- Blackboard Collaborate
- Turnitin
- SMART Notebook
- DRC Insight
- Inspiration 9
- Virtual ChemLab
- Graphical Analysis

Media Production

- Adobe Photoshop
- Wacom
- iMovie
- HitFilm Express

Other Applications

- Microsoft Excel
- Google Suite

EDUCATION

May 2022
(expected)

The University of Scranton, Scranton, PA
Bachelor of Science Computer Engineering
- Dean's Scholarship, \$20,000 annual award

June 2018

21st Century Cyber Charter School (21CCCS), Downingtown, PA
- Freedom Credit Union Scholarship, Exemplary Student Leader Scholarship, Cecilia Moy Yep Scholarship, Ronald Reagan Student Leader, NBC10/Widener University High School Leadership
-GPA, 3.98/4.0, Top 3% of class

EXPERIENCE

Aug 2018 –
Present

Physics and Engineering Dept. Desk Assistant, The University of Scranton, *Scranton, PA*

- Handling faculty requests, including printing services, answering calls and assisting in daily operations

June 2017 –
July 2018

Rowing Mentor, Philadelphia Adaptive Rowing, *Philadelphia, PA*

- Rowed, raced with and coached with multiple disabled athletes
- Set up training plan leading to gold medal at BAYADA Regatta, nation's largest adaptive regatta

Jan 2018

Student Teaching Assistant, 21st Century Cyber Charter School, *Remote*

- Tutored students in high-school level mathematics through a Virtual Office

Oct 2017–
Dec 2018

Fundraiser, 21st Century Cyber Charter School, *Downingtown, PA*

- Advertised and sold parking tickets for local festival to raise money to sponsor a scholarship
- Participated in Walk to Alzheimer's 2017 Fundraising, awarded Grand Champion Fundraiser for being a top fundraiser

June 2016

Patient Service and Clinical Assistant, Thomas Jefferson University Hospital, *Philadelphia PA*

- Guided patients through hospital policies and services

CERTIFICATIONS

2018

Adult and Pediatric First Aid/CPR/AED, American Red Cross

2016

Mental Health First Aid, National Council for Behavioral Health

ACTIVITIES

2018

Institute of Electrical and Electronics Engineers (IEEE), Region 2

2018

Association of Computing Machinery (ACM)

2017

Help Youth, Help Others, Outreach project for Aid for Friends

2015-2017

Rowing, Varsity, Philadelphia City Rowing