

Julie T. Springsteen

7310 12th Avenue • Kenosha, Wisconsin 53143
(224) 623-1613 • Juliet.Springsteen@gmail.com

OBJECTIVE

Self-motivated team player, with excellent communication, facilitation, and leadership skills. Keen training and analytical skills. Seeking to expand my experience as a software developer while meeting organizational needs.

EDUCATION

Gateway Technical College, Kenosha, WI. IT-Software Developer, 2015-present. GPA 4.0.

University of Illinois at Chicago, Chicago, IL. MAT-History and ESL. Awarded Dec 2009, GPA 3.8.

Oberlin College, Oberlin, OH. BA- Politics and History. Awarded in May 2003 in, GPA 3.2.

RELEVANT COURSEWORK

Introduction to Programming/Databases

Introduction to Network/Web Concepts

SKILLS/TECHNICAL TOOLS

Programming Languages:

VB.NET, Python, HTML/CSS

Development Tools:

MS Office, MS Visual Studio, Eclipse

Operating Systems:

Windows XP, Mac

RELEVANT EXPERIENCE

Case High School, Racine, WI

Teacher (ESL) (August 2010-present)

- Utilized Web Skyward, Skyward Family Access, Skyward Administrative Access, Microsoft Word, Excel, PowerPoint, and Easy Grade Pro software
- Demonstrated excellent organization and attention to detail by electronically maintaining student records
- Successfully problem solved through various complex barriers to student success
- Communicated regularly with colleagues, parents, guardians, and community members
- Performed all administrative duties of ESL Department chair including teaching and monitoring of 200+ students
- Designed curricula and taught ESL 1, ESL 2, ESL, and ESL 4 courses, grades 9-12
- Tutored students after school individually and in small groups

RELATED EXPERIENCE

Paige Personnel (GHP Group Inc.), Morton Grove, IL

Customer Service Representative (January 2010-May 2010)

- Utilized Microsoft-based databases, utilizing Outlook, Excel, and Word
- Provided excellent customer service to customers and store representatives regarding product-related issues, orders, and refunds in a fast-paced call center environment
- Maintained accurate invoice filing system

UIC Daley Library Special Collections, Chicago, IL

Graduate Assistant (September 2007-August 2009)

- Utilized online and paper research reference databases
- Assisted in the creation of library exhibits
- Provided excellent customer service in response to telephone, email, and in-person reference queries
- Maintained and updated an in-house filing system for rare books and documents and catalogued new archival donations as well as rare books.
- Corresponded with scholars regarding research topics over phone and email
- Assisted students and researchers in identifying and studying archival material

SKILLS

Fluent in Russian