Caroline E. Braun

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EDUCATION

Indiana University, Bloomington, IN   **May 2019**
Bachelor of Science (BSB): **Kelley School of Business**; Information Systems   GPA: 3.93/4.00
Bachelor of Science (BS): **School of Informatics, Computing, & Engineering**; Informatics, Cognate: Business

TECHNOLOGY EXPERIENCE

Hoosier Hills Food Bank, Bloomington, IN   Summer 2018
Website Development Intern
- Lead a department of three interns to create a new website for the organization to replace outdated and security-lacking PHP site
- Used HCI/d principles like usability testing, heuristic evaluation to build new site that increased private donations 10% in first month

Opportunity House, Bloomington, IN   Summer 2017
Website Development Intern
- Developed a user-friendly, cost-effective, and easy-to-maintain website for the company using Wordpress and shared hosting
- Created user manual to teach members of the organization how to update and modify the website as their needs change

WORK EXPERIENCE

Indiana University Document Delivery Services, Bloomington, IN   April 2018 – Present
Lending Assistant
- Discovered a way to improve efficiency of PDF article delivery operations for the library, which was implemented and is saving the department $0.20/printed sheet (up to $46/week), as well as eliminating paper waste; asked to design manual for new process
- Search for, retrieve, and update system status of books using Library of Congress numbering system in seven on-campus libraries
- Create, edit, and send PDF files of requested book articles to universities worldwide and problem-solve to track down missing books

Caroline Braun Photography, Fort Wayne, IN   June 2014 – Present
CEO and Owner, Freelance Consultant
- Build and maintain website to improve advertising and communication, resulting in 24 client appointments and two weddings
- Maintain a professional environment catered to each client and edit proofs with Adobe Creative Suite

School of Informatics, Computing, & Engineering, Bloomington, IN   August 2017 – August 2018
Peer Led Team Learning (PLTL) Leader – INFO-I201
- Guide students in review sessions, encouraging collaboration and verbal participation as they gain mastery of math and logic concepts
- Develop presentations for multiple weekly review sessions after attending lectures to maintain alignment with professor's lesson plans

Pigasus Pictures, Indianapolis, IN   Summer 2018
Production Assistant
- Worked 15-hour days rotating among set, crafty, and production office to assist with equipment/logistics for production of feature film
- Chosen to manage the wardrobe department, coordinating communication across departments to ensure smooth production

Hutton Honors College, Bloomington, IN   Summer 2017 & 2018
New Student Orientation Leader
- Advised, supported, and directed incoming IU freshmen as they create a class schedule and four-year plan with new iGPS software

LEADERSHIP ACTIVITIES

Trockman Microfinance Initiative, Kelley School of Business, Bloomington, IN   May 2017
- Consulted on-site with Asociación de Artesanos Tupay in Cusco, Peru to create a strategy to expand its client base and online presence

Undergraduate Mentor, School of Informatics, Computing & Engineering, Bloomington, IN   August 2016 – May 2017
- Assisted instructor in the Intro to Informatics course by problem-solving with struggling students and leading class once per semester
- Increased students' confidence with subject matter by answering questions during review sessions before promotion to PLTL leader

TECHNICAL SKILLS

Certifications: COMPTIA Security+ SY0-501
Programming Languages & Web Development: Python, SQL, PHP, C#; Wordpress, HTML/CSS, JavaScript
Miscellaneous: Microsoft Excel; Unity and 3D modeling; Adobe Photoshop, Lightroom, Illustrator; Visual Studio, GitHub

INTERESTS

Photography • Training for the Indy Mini Marathon • All-Campus Band • Planning a genealogy exploration trip