

# CAITLIN ROSS

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## EDUCATION

Computer Programmer at Algonquin College in Ottawa, ON  
2020-Present  
2-year diploma program, 3 courses complete

Bachelor of Computer Science at Carleton University in Ottawa, ON  
2007-2009, did not complete for health reasons  
Multiple scholarships, including entrance scholarship  
Dean's Honour List 2007-2008

## SKILLS

### Communication Skills

- Fluent in English with intermediate French and basic Spanish

### Technical Skills

- Adept at Microsoft Office, Open Office, Google Suite
- Familiar with Java, Eclipse IDE, IntelliJ IDEA, Joomla!
- Experimented with C++, Ruby, Python, Pascal, HTML, GitHub
- Experienced with software design in an academic setting

## EXPERIENCE

Treasurer on the Board of Directors July 2016-December 2017  
Business and Merchant Association, Vankleek Hill, Ontario

- Followed procedures for Directors' Meetings for non-profit corporations
- Explored popular accounting software Sage 50

Campground Assistant May 2015-October 2015  
The Grand Barn, Vankleek Hill, Ontario

- Managed the reception office with very little direction or supervision
- Acted as the first point of contact when visitors had questions or concerns
- Created a basic but user-friendly inventory system to keep track of visitors

Undergraduate Summer Research Internship May 2008-August 2008  
Carleton University, Ottawa, Ontario

- Effectively planned out the requirements and framework for my assigned section of the program