Georgia Coleman

EDUCATION

Towson University, Anticipated Graduation May 2022 — Towson, MD
Bachelor of Science in Computer Science, Cybersecurity
Track and Field, Women in Tech Club, iLead

Google IT Support Professional Certification, 2018

SKILLS AND SOFTWARE PROFICIENCIES

- Java, IT Support, Microsoft Word, PowerPoint, Excel, Adobe Photoshop, InDesign, Final Cut Pro

WORK EXPERIENCE

August 2019 - Present — **Towson University** — Towson, MD
Client Services Technician

- Assists with the Office of Technology Services of university to support over 24,000 students, staff, and faculty
- Provides help desk support for software and hardware issues
- Reimages and encrypted over 20 computers for university use
- Inputs data for inventory of computers, hard drives, monitors, and keyboards for the Educycle program

August 2019 - Present — **Towson University** — Towson, MD
Student Tutor

- Guides peers with schoolwork for Towson University's Pre-Calculus class
- Reviews and recommends improvements to students' homework and assignments
- Learned valuable communication and leadership skills

June 2019 - Present — **Washington Spirit** — Boyds, MD
Game Day Staff

- Assists with set up and break down of fan zone
- Helps fans and ensured correct placement in stadium seats
- Facilitated fan and player autograph sessions and World Cup players' rose ceremony

June 2016 – August 2016 — **Marshall Moya Design** — Washington, DC
Accounting Intern

- Assisted in organizing company's financial transactions
- Prepared and mailed checks to companies and clients
- Ensured projects remained within the budget by processing invoices
- Used Excel to create spreadsheets of the company's clients and partners

LEADERSHIP EXPERIENCE

June 2018 - Present
INROADS Scholar — Washington, DC

- Professional and leadership development organization

HONORS

- CAA Commissioner's Award for Academic Achievement (2018-2019)
- Towson University Dean's List (2018)
- Frank C. Carr Service Award (2017)