Georgia Coleman

(301) 661-2214 | georgiacoleman11@yahoo.com

EDUCATION

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

Google IT Support Professional Certification, 2018

SKILLS AND SOFTWARE PROFICIENCIES

- Java, IT Support, Tableau, Alteryx, Adobe Photoshop, InDesign, Final Cut Pro

WORK EXPERIENCE

July 2020   **PwC**   Mclean, VA
IFS Start Intern
- Collaborated remotely with a small group of interns to work on a proposal for a non-profit organization
- Presented data and recommendations which focused on volunteer and mentor year-over-year retention rates of a non-profit organization
- Learned Tableau, Alteryx, and UiPath in order to learn data visualization tools

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 of faculty and staff
- Reimages and encrypts laptops and 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 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 (2018-2020)
- Towson University Dean's List (2018-2020)
- Frank C. Carr Service Award (2018)