

# Martina Weber

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## Key Skills

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- Strong analytical and problem solving aptitude.
- Excellent organizational abilities; coordinate multiple projects simultaneously.
- Good communication skills; easily develop a positive rapport with peers, professors, co-workers, and supervisors.

## Professional Experience

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### **Saint Norbert College, DePere, Wisconsin (2004 – Present)**

Employed by the professors of my majors while attending college

- Computer Science Teaching Assistant
  - Assess students' laboratory performance
  - Support students with learning disabilities
  - Assist computer science students with programming questions and concerns
  - Teach applied laboratory component of introductory programming course with professor
- Mathematics Teaching Assistant
  - Aid mathematics professors with projects and assessing student performance
  - Hold office hours weekly to aid and tutor mathematics students of various skill levels

### **V.S. Midwest Carriers Inc., Kaukauna, Wisconsin (1999 – Present)**

National transportation company providing trucking services to clients of varying magnitude

- Personal assistant to the vice president
  - Organize the office and sort mail
  - File claims and invoices
  - Provide excellent customer service
  - Trusted with confidential company information

### **Macquarie University, New South Wales, Australia (2005)**

Internship with the Business Systems Department of Macquarie International

- Systems Integration
  - Coordinate with commercial business partner, CiBiS, a specialist in CRM, e-commerce, web development, and application development
  - Analyze existing systems employed by Macquarie International
  - Create business specification requirements for a new web-based business solution
  - Collaborate with supervisors on the integration of existing and new systems
- Web Design
  - Develop and propose new website prototype, including content and layout
  - Synchronize with supervisors and prepare successor

### **Evans Title Company, Appleton, Wisconsin (2001 – 2004)**

A division of First American Title, a nationwide corporation offering title insurance and searches

- Issue final title policies
- Perform limited title searches
- Train new employees and verified work
- Process customer requests and complaints
- Significantly reduced final title policy backlog

### **Education**

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#### **Saint Norbert College, DePere, WI (2002 – Present)**

- Liberal Arts Education
- Double Major: Computer Science and Mathematics
  - Four year degree
  - Current GPA: 4.0
  - Anticipated Graduation: May 2006
- One semester studying in Australia at Macquarie University

#### **Kaukauna High School, Kaukauna, WI (1998 – 2002)**

- High School Diploma
- Class Valedictorian

### **Personal Activities and Achievements**

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- Qualified for Saint Norbert College Dean's List
- St. Norbert College Distinguished Trustees Presidential Scholarship
- Member of Saint Norbert College Math Club
- Volunteer tutor for peers
- Member of Pi Mu Epsilon
  - Nationally recognized mathematics organization for advanced math students

### **References**

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- References will be furnished upon request