

**Carie Pointer**  
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## **EDUCATION**

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MONTANA STATE UNIVERSITY Bozeman, MT  
*Candidate for B.S. Computer Science, December 2018*  
*GPA 3.8*

- Coursework in Java, Data Structures and Algorithms, C, Web Design, Logic Circuits, Discrete Structures

GREAT FALLS HIGH SCHOOL Great Falls, MT  
*High School Diploma, June 2014*

## **WORK EXPERIENCE**

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MONTANA MICROFABRICATION FACILITY Bozeman, MT  
Lab Assistant October 2015 – Current

- Maintain daily use of a cleanroom laboratory including restocking materials, ordering supplies, and cleaning of lab equipment.
- Update and maintain website.
- Generate monthly reports detailing equipment usage.

PRAIRIE KRAFT SPECIALTIES, LLC Great Falls, MT  
Office Assistant January 2013 – July 2014, July 2015 – August 2015

- Type correspondence, reports, text, and other written material from rough drafts, corrected copies, and dictation.
- Assist bookkeeping with accounts payable for two businesses.
- Perform general office duties such as filing, answering telephones, sorting and distributing mail, and handing routine correspondence.

## **ACTIVITIES**

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- Association for Women in Computing, Montana State University

## **SKILLS**

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- *Languages and software:* Java, Python, C, HTML, CSS, NetBeans, QuickBooks
- *Operating Systems:* Mac OS, Windows