

## **Riley Janik**

<https://rileyjanik.com>

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### **OBJECTIVE**

I seek a job opportunity that allows me to grow my experience, work with leaders in the industry, and continue to learn more every day.

### **EDUCATION**

#### **University of North Carolina at Charlotte**

*Bachelor of Science degree in Computer Science with a concentration in Cyber Security.* (2021)

GPA: 3.78

Honors: Dean's List (Spring 2018, Fall 2017)

*Central Piedmont Community College.*

(08/15—5/17)

GPA: 3.74

Honors: President's list.

### **COMPUTER SKILLS / Certificates**

- Java,
- SharePoint,
- Office 365,
- CSS,
- HTML,
- JavaScript,
- jQuery,
- Mac OSX and Windows,

### **WORK EXPERIENCE**

#### **dataBridge**

*SharePoint Administrator – Charlotte, North Carolina*

(08/18—Present)

- Designing detailed SharePoint environments based on client specification.
- Developing custom SharePoint solutions including custom templates and workflows.
- Providing technical support for clients to quickly resolve issues.

#### **dataBridge**

*Intern – Arden, North Carolina*

(05/18—8/18)

- Developed SharePoint solutions.
- Provided technical support for clients to quickly resolve issues.

#### **Chick-fil-a**

*Team member – Indian Trail, North Carolina*

(03/17—5/18)

- Developed strong work ethic and problem-solving abilities.
- Strengthened people skills through customer interaction.

### **ORGANIZATIONS**

*University Swing Charlotte Swing Dancing Club*

- Treasurer (04/18 – present)
- Founding member