



SOFTWARE ENGINEERING GRADUATE STUDENT

Molly Calhoun

OBJECTIVE

To transition my experience in technical communication and information design to a field that will allow me to develop my programming skills and learn more about software engineering.

CONTACT

Molly Rose Calhoun, She/Her
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(706) 669-6650

EDUCATION

KENNESAW STATE UNIVERSITY

M.S. in Software Engineering
(In-progress)

KENNESAW STATE UNIVERSITY

BS in Technical Communication
2014 Magna Cum Laude – GPA 3.7

SKILLS

Java, Python, C++, HTML/CSS, SEO techniques, Adobe Creative Cloud Suite, Diversity and Inclusion Training, Technical Writing and Research, Technical Training, UI/UX Testing

AWARDS

Eagle Scout Rank, Dean's List 2014-2018, Technical Communication Outstanding Senior Award

EXPERIENCE

REINHARDT UNVIERSITY

WALESKA, GA | 2022-2024

SENIOR RECORDS ADMINISTRATOR (2023-2024)

Generated reports to National Student Clearinghouse; Built advising trees in Jenzabar ONE Advising Module; Technical Co-Lead for SoftDocs document management system integration.

RECORDS ADMINISTRATOR (2022-2023)

Evaluated transfer credit according to university policy; Audited graduation applications for degree completion; Assisted current students with schedule changes, transcript requests, and other registration needs.

KEY TRANSPORTATION SOLUTIONS

Jasper, GA | 2021

POSTAL CARRIER (2021)

Delivered mail and packages to over 250 homes per day as a contracted mail carrier; Point of contact for day-to-day route operations between contract owner and postmaster; managed two routes on my own for two months while contract was critically understaffed.