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| **Gordon** | **Leah Gordon**  214-675-1087  leah.dian.gordon@gmail.com |
| ㅡ  **Relevant Classes and Skills**  ㅡ  **Experience**  ㅡ  **Education** | * Computer Science 1 and Computer Science 2 * Technical Writing and Advanced Technical Writing * C++ and C * Proficient in Microsoft Office * Foundations of Computing (Set to take Spring of 2024) * Foundations of Data Structures (Set to take Spring 2024)     **Gregory A. Richards, P.C.**  April 2023 - August 2023, Kerrville, TX  Ran errands for office, set up new computer protection service, created final estate plan binders, scanned files and uploaded to server, created records of information we contained, set up monthly newsletters, and cleaned up contacts in the online system.  **Journey’s /** Sales Lead  October 2022 - April 2023, Golden Triangle Mall Denton, TX  Worked on the sales floor, unloading freight in the back of the store, opened and closed the store along with helping manage team members.  **American Eagle/** Brand ambassador  November 2021 - July 2022, Northpark Mall Dallas, TX  Worked on the sales floor until January and then switched to the stock team. Working on shipment and new floorsets.  **Richardson Vet Clinic/** Animal Caretaker  August 2021 - August 2022, Richardson, TX  Took care of the boarded animals in the back. Bathing dogs, feeding them, walking them and doing laundry.  **Bahama Buck’s/** Avalanche Crew Member  April 2021- October 2021, Dallas, TX  Ran register, and worked on preparing all of the items provided. Along with restocking items.    **University of North Texas**  August 2022 – May 2026  Computer Science Major with a minor in Sociology and on track to get certified in Cybersecurity. |

