
KISARA CLOUTIER

INFORMATION TECHNOLOGY INTERN

EXPERIENCE

PHYSICS TEACHER ASSISTANT

Florida Atlantic University

2022 - 2023

- Assisted with grading college coursework.
- Monitored and proctored college exams.
- Provided tutoring services for physics students
- Gave extra help to students who need special accommodations or are struggling with a concept
- Collaborated with the Teacher to identify students' issues and recommend solutions
- Observed state, school and class rules and regulations

ADMINISTRATIVE ASSISTANT

Darling Chic Bowtique Etsy Shop

2017 - 2018

- Assisted with customer satisfaction by writing personalized thank-you notes.
- Improved mailing processes to increase shipping efficiency.
- Prepared customer invoices
- Prepared communications such as memos, emails, invoices, reports and other correspondence

EDUCATION

2019 - 2023

FLORIDA ATLANTIC UNIVERSITY

Master of Science, Major in Physics

2015 - 2019

POMPANO BEACH HIGH SCHOOL

High School Diploma

CONTACT



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Sunrise, FL

SUMMARY

Recent Physics graduate with a foundation in coding and design technology. Possess excellent creative and problem-solving skills and a quick, lifelong learner. Seeking an entry-level IT position to leverage my technical expertise and passion for technology.

SKILLS

Microsoft Word

Microsoft Excel

Microsoft PowerPoint

Adobe Photoshop

Google Suite

HTML/CSS

JavaScript

C

Web Development

Coding

IT Support

Data Analysis