

CAITLIN HALPHEN

• Front End Web Developer •
www.caitlinhalphen.com/portfolio

ABOUT ME

Motivated student committed to learning, developing skills in data analytics, web development, and internal audit. Self-directed and energetic with superior performance in both autonomous or collaborative environments working independently and collaborating with others on group projects.

EDUCATION

Louisiana State University

Graduation Date: December 2021

Major: Information Systems and Decision Sciences

Minor: Internal Audit

EXPERIENCE

Louisiana Division of Administration | Baton Rouge, La | August 2018 - Present

Student Internal Auditor

- Perform internal audits of financial and departmental operations, developing risk assessments and conducting process walk-throughs for compliance with documented processes
- Prepare suitable reports on risk and information gathered from audits and distribute to appropriate personnel
- Prepare audit programs and working papers, following Generally Accepted Auditing Standards (GAAS)
- Assist with revolver fund activities for the City of New Orleans and Sewerage and Waterboard

Zachary Cheer Academy | Zachary, La | June 2018 - Present

Cheerleading Coach

- Prepare cheerleaders for games and competitions with rigorous practice schedules
- Promote stretching, mobility work, and proper form to help athletes safely build strength through diverse training methods
- Evaluate individual knowledge, skills, and strengths and assign team positions to maximize talent
- Pay specific attention to each individual team member to deliver constructive criticism balanced with praise
- Adjust coaching techniques based on strengths and weaknesses of athletes
- Coordinate team travel arrangements, track expenses, and report all team activities to program director

SKILLS

- HTML, CSS, and Bootstrap
- Javascript, Angular.js, and Node.js React
- Effective Communication
- Cloud Services
- Data Mining Techniques
- Internal Audit
- Python
- Data Analytics
- MySQL Workbench
- Microsoft Office

AFFILIATIONS

- Association of Information Technology Professionals
- Society of Louisiana CPA's
- Institute of Internal Auditors
- LSU's Internal Audit Program