

Andrew S Cutlip

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Education:

University at Buffalo, Buffalo, New York

Fall 2015-Current

Major: Computer Science & Engineering

Niagara County Community College, Sanborn, New York

Fall 2014- Spring 2019

Major: AS w/ high distinction in Liberal Arts & Sciences: Math & Sciences

GPA: 3.95

Relevant Courses:

Intro to Computer Applications

Business Communications

Intro to Computer Science

Royalton-Hartland High School, Middleport, NY

Fall 2011– Spring 2015

Advanced Regents Diploma w/ High Honors & Distinction in Sciences

GPA: 3.7

Orleans/Niagara Board of Cooperative Educational Services, Medina, NY

Fall 2013-Spring 2015

Major: Allied Health Tech Prep Program

GPA:4.0

Experience:

NOCO Express, Sanborn, NY

June 2018-Current

Food Service Associate

- Prepare ingredients and cooking meals
- Maintain inventory report with food costs and amount used; and report to supervisor what products need to be ordered
- Answer phone to record customers' orders, answer questions concerning the menu, and direct customers to appropriate personnel
- Employ professional interpersonal communication skills when collaborating with co-workers and follow instructions from management.
- Ensuring cleanliness of equipment and environment

Shero's Country Restaurant, Lockport, NY

September 2012-August 2017

Waiter

- Accomplished multiple tasks simultaneously with many people, orders, and requests while staying organized
- Sanitized dishes and maintained clean work environments
- Greeted customers with friendliness and provided personal attention by remembering names of regular customers as well as typical orders
- Operated cash register with cash and credit
- Delivered superb customer service skills to customers upon exit
- Upheld professionalism in stressful situations
- Informed customers of daily specials and promotions
- Counted cash register drawer

Royalton-Hartland High School, Middleport, NY

Fall 2012 – Spring 2013

Peer-Tutor

- Responsible for helping fellow students understand and learn the material in a beneficial way
- Explained concepts in easy to understand language for everyone
- Assisted students in developing beneficial study skills

Skills:

- Competent in Microsoft Office Suite (Word, Excel, PowerPoint, Access)
- Professional Leadership Skills
- Intermediate level Spanish
- Highly proficient in Medical Terminology
- Intermediate Knowledge of C++, Java, HTML, CSS, JavaScript
- Highly proficient in Basic Computer Skills

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- Experience with Windows(vista, 7, 8, 10)

Awards/Honors:

<u>Phi Theta Kappa Honor Society</u>	<u>Spring 2018 - Spring 2019</u>
<u>Dean's List NCCC</u>	<u>Fall 2017 - Fall 2018</u>
<u>High School High Honor Roll</u>	<u>Fall 2015 - Spring 2015</u>
<u>SkillsUSA Competition Health Knowledge Bowl Team:</u>	<u>Fall 2013 - Spring 2014</u>
<ul style="list-style-type: none">• Regional & State: 1st place / National: 3rd place	
<u>National Honor Society</u>	<u>Spring 2014- Spring 2015</u>
<ul style="list-style-type: none">• Required 50 hours of community service	
<u>National Technical Honor Society</u>	<u>Spring 2014- Spring2015</u>

Extracurricular Activities:

<u>President of NCCC Strategic Games Club</u>	<u>Fall 2017 - Spring 2018</u>
<ul style="list-style-type: none">• Presided over meetings of 20+ people while maintaining organization• Delegated duties to other club officers	
<u>Vice-President of NCCC Strategic Games Club</u>	<u>Fall 2018- Spring 2019</u>
<ul style="list-style-type: none">• Formulated Events and fundraisers such as a Masquerade ball, bake sales, tournaments, etc.• Coordinated with college student life office to submit proper paperwork to host events	
<u>Vice-President of NCCC Anime Club</u>	<u>Spring 2018 - Fall 2018</u>
<ul style="list-style-type: none">• Performed audio-video equipment set-up each week• Assisted in starting voting procedures and recording the vote count; determining order of anime	
<u>Secretary of NCCC Anime Club</u>	<u>Fall 2017</u>
<ul style="list-style-type: none">• Documented weekly meeting minutes• Ensured that attendees signed in to maintain a log of attendance	
<u>University at Buffalo Office of Student Engagement Leadership Training Camp</u>	<u>Fall 2015</u>
<u>Volunteer Experience through Honors Student Council & UB Saturdays of Service</u>	<u>Fall 2015</u>
<ul style="list-style-type: none">• Cleaned up waste from the streets of downtown buffalo• Organized and sorted donated clothing items at Community Missions• Assisting local businesses with needed tasks• Spent time with the disabled through Heritage Christian Services	
<u>Student Council</u>	<u>Fall 2012 - Spring 2015</u>
<ul style="list-style-type: none">• Planned and set-up school events such as dances, fundraisers, and blood drives	
<u>LYNC Leadership program</u>	<u>Fall 2013 - Spring 2014</u>
<ul style="list-style-type: none">• Conversated with local leaders of Niagara County in various disciplines• Acquired skills relating to diversity, communication, and leadership in both personal and professional contexts	
<u>Shadowing at Medina Memorial Hospital</u>	<u>Fall 2013 – Spring 2015</u>
<ul style="list-style-type: none">• Over 150 hours of shadowing experience in a healthcare setting required by my Allied Health Tech Prep BOCES program• Spent time observing various hospital departments weekly including but not limited to: Emergency Room, Operating rooms, recovery room, pharmacy, cardiac services, occupational therapy, physical therapy, intensive care unit, central supply, dietetics, and records	