Caitlin Saunders

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Education

Western Governors University — Milcreek, UT
Bachelor of Science in Computer Science — *Jul. 2023 – May 2025*

University of Virginia — Charlottesville, VA
Bachelor of Arts in History — *Aug. 2016 – May 2020*

Experience

Information Technology Administrative Assistant — Aug. 2024 – Present
Montgomery County — *Christiansburg, VA*

- Assisted the IT department in maintaining hardware and software inventory, working with procurement and finance teams to manage budgeting and purchasing in compliance with departmental needs.
- Managed IT documentation and knowledge bases, updating risk assessments, security protocols, and procedures to ensure departments have access to accurate and up-to-date information.
- Supported risk analysis efforts by assisting the Security Specialist in assessing risks and developing mitigation plans within the NIST framework, contributing to the annual Business Impact Analysis (BIA) report, and verifying SOC2 compliance from ongoing and potential vendors.
- Triaged and escalated technical issues to maintain effective problem resolution while minimizing disruptions, ensuring compliance with security protocols and organizational standards.

Software Engineering Fellow — July 2024 – Sept. 2024
Headstarter AI — *Remote*

- Developed a portfolio website showcasing foundational web development skills.
- Created a pantry tracker application, integrating modern front-end frameworks and cloud-based databases.
- Built a customer support AI system, leveraging advanced AI tools and serverless architecture.
- Designed a SaaS flashcard application with authentication and paywall features.
- Implemented a "Rate My Professor" application using retrieval-augmented generation (RAG) techniques and vector databases.

Projects

ExactEats | *MongoDB, Express.js, React, Node.js* — June 2023 – Present

- Developed ExactEats, a mobile app using the MERN stack to provide food product information, prices, grocery store availability, and user ratings.
- Utilized web scraping with Cheerio to pull real-time grocery data without relying on paid APIs.
- Created an intuitive, user-friendly experience with Expo Router for seamless navigation.
- Designed and implemented a custom rating system for evaluating food products, aiding users in making informed shopping decisions.

Pomodoro Timer | *HTML/CSS, Javascript, Chrome Extension API* — May 2023 – Present

- Designed and developed a minimalist Pomodoro timer Chrome extension to enhance productivity by breaking work into timed intervals, inspired by the Pomodoro Technique.
- Implemented user customization options for the timer's icon status, display text, and theme styles, providing a tailored experience to match individual user preferences.
- Integrated Chrome Extension APIs to manage time intervals, notifications, and settings storage, ensuring reliable functionality and user control over settings.

Technical Skills

Languages: Java, Python, C++, SQL (Postgres), JavaScript, HTML/CSS
Frameworks: React, Node.js, Material-UI, FastAPI
Developer Tools: Git, Visual Studio
Certifications: A+, Google IT Support Certificate