

IONA MILLER

Route 3 Box 199 ♦ Hydro, Oklahoma 73048 ♦ (405) 663-2796

EDUCATION

Southwestern Oklahoma State University, Weatherford, Oklahoma

Bachelor of Business Administration, Fall 2003

Major: **Management Information Systems**

EXPERIENCE

Southwestern Oklahoma State University

Weatherford, Oklahoma

Secretary, Student Development Services

1984 - 1998

- Utilized software including Microsoft Word, Excel, Works, and FileMaker Pro
- Assisted professors in various tasks
- Managed office duties such as filing
- Answered and directed phone calls
- Scheduled appointments for Director and Assistant Director
- Interviewed, hired and trained student employees
- Communicated well with persons at all levels of the University structure including administration, faculty, staff and students
- Prepared purchase orders and monitored expenditures for two budget units

Custodian, Old Science

- Maintained clean and orderly condition of classrooms
- Assisted in building security and emergency situations as called upon
- Maintained positive public relations attitude with staff, students, and visitors
- Maintained in good repair the building supply inventory of material
- Promoted personal safety, safety procedures and a safe environment

ACTIVITIES

Information System Association, *Secretary*

COMPUTER SKILLS

Operating Systems

Windows 3.x, 95, 98, NT, XP

Programming

C++, Visual Basic, COBOL

Software Applications

Microsoft Excel, PowerPoint, Word, Works

Networking Experience

E-mail, Netscape, Internet Explorer

Databases

Microsoft Access, FileMaker Pro

REFERENCES

Available upon request