**JACK CARTER**

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**OBJECTIVE**

I am currently a CIS senior with a track in Information Security at the University of Louisville seeking a position in an IT-related field. I am dedicated to furthering my knowledge not only in the field of information security but also in the improvement of key security functions. Driven to continuously learn about new technologies and stay ahead of the ever-changing threats to security.

**EDUCATION**

(Expected December 2021) University of Louisville, College of Business,

Bachelor of Science in Business Administration. Major: Computer Information Systems,

Concentration: Information Security

**TECHNICAL SKILLS**

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| --- | --- |
| **Applications** | * Microsoft Visual Studio 2019, Visio, EPIC systems, Word, Outlook, Excel, PowerPoint, MySQL, My SQL server |
| **Languages** | * C#, CSS, HTML, SQL * Intermediate in object-oriented software development, event-driven programming of graphical user interfaces, and HTML and CSS website design. |
| **Databases** | * SQL Server, Relational Databases, Access * Knowledge of basic relational database concepts, normalization, E-R modeling, and advanced SQL queries. |
| **Networking /**  **Operating Systems** | * TCP/IP, HTTP * Windows * MacOS * Linux |
| **Technical Writing** | * Experience using UML and Agile system analysis and design frameworks. |
| **Operating Systems** | * Windows, Linux, MacOS |

**WORK EXPERIENCE**

(June 2017 – August 2017, June 2018 – August 2018) Owensboro Health, **College Intern and Front Desk Receptionist.**

* Receive, route, and give phone calls to patients for scheduling, appointment reminders, and other information.
* Check in/out patients for doctors’ visits and scheduling in person.
* Check trail prescription inventories for Pharmaceutical Representatives.
* Copied and Scanned medical documents.
* Assist Medical professional in patient visits and collect pre visit supplies.
* Updated, sorted, and inserted medical documentation into patient databases.

(September 2019 – December 2019) Von Maur, **Sales Associate.**

* Assisted customers in finding merchandise.
* Answered phones, conducted merchandise transfers and deliveries.
* Updated store inventory.
* Provided check-outs, returns, and ordering for customers.
* Responsible for management of multiple cash drawers.
* Gained sales experience.

**HONORS/AWARDS/LEADERSHIP**

* Member of Sigma Chi Fraternity (2017-2021), Apparel Chair (2018-2019)
* 100+ hours of community service
* Dean’s List (Fall 2017, Fall 2019)