# Kelly Flick

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## Education

The University of Iowa, Iowa City, IA                                                    Anticipated May 2015
      B.B.A. Business Analytics and Information Systems
      Information Systems Track
Northwest Iowa Community College, Sheldon, IA                                 May 2012
      Associate of Arts                                                                       GPA: 3.08

## Work Experience

Care Initiatives, Des Moines, IA                                                  May 2014 – August 2014
Position: IT Implementation Specialist (Internship)

- Helped coordinate the installation, file migration and education of facility personnel on new software and hardware computer systems
- Trained facility personnel to use Windows 7 Software
- Traveled to facilities and installed new computers
- Transferred all data from old systems to new systems
- Installed Anti-virus and Encryption software
- Wiped hard drives clean using a kill disk program
- Destroyed hard drives using a degausser
- Configured computers to meet standards of IS department

Fiesta Foods, Hartley, IA                                                          May 2008 - August 2010
Position: Stocker/Bagger                                                           July 2011 – August 2012

- Bagged groceries for customers
- Stocked and organized shelves
- Helped unload truck two days a week
- Inspected invoices for manager to confirm orders
- Changed prices of products for manager
- Prepared and conducted deliveries to customers
- Trained new employees
- Counted inventory for manager
- Conducted minor maintenance jobs such as cleaning, changing signs, assembling and disassembling green house, and watering plants

## Computer skills

- Word, PowerPoint
- Visual Basic 2010 – Basic Object-Oriented Programming, Basic Algorithms, Looping
- Excel- Format data, Absolute Referencing, Goal Seek, IF function, 3-D formula, PMT Function, Solver
- Access- Create tables using datasheet view and design view, create forms using Form Wizard, create queries using Query Design, create reports using Report Wizard
- SQL Developer, Oracle APEX
- Git Bash
- Notepad ++