

THERESA M LENNON
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QUALIFICATIONS

- A quick study with all kinds of computer software
- 20 years experience designing and publishing websites
- Excellent customer service skills
- Working in team settings ensuring goals are met by supervisors
- Handling a cash register with accurate balances at the end of the day

TECHNICAL SKILLS

Languages: Basic, C++, Java, HTML, Javascript, CSS

Software: MS Office (Excel, Access, Word, PowerPoint), Adobe Acrobat, Adobe Dreamweaver, Open Office Suite

Hardware: Routers, Servers

Operations Systems: Windows 98, Windows 2000, Windows XP, Windows Vista, Windows 7, 8 and 10, UNIX, Ubuntu

CERTIFICATIONS

Customer Service Correspondence Course in the U.S. Navy in 1988

EDUCATION

Web Development

Lambda University, online student

July 2020 – Present

Information Technology

Dual concentration in Network Management and Software Systems Engineering

Colorado Technical University Online, Colorado Springs, CO

July 2009 – June 2012

- 4.00 GPA
- classes in Java programming, Microsoft Office, project management and problem solving skills

English/Creative Writing

Western Washington University, Bellingham, WA

September, 1995 - June 1996

Associates of Arts and Sciences

Whatcom Community College, Bellingham, WA

January 1992 - June 1994

EXPERIENCE

Miracles Cafe Bellingham, WA

August 1995 - October 1995

Barista

- Customer service -- entertaining and making and serving coffee drinks to customers
- Cash handling with accurate balances

Godfather's Pizza Bellingham, WA

July 1995 - October 1995

Delivery Driver

- Safe and responsible driving
- Collecting money from customers and making change

Western Washington University Bellingham, WA

September 1994 - June 1995

Writing Tutor

- Adapting teaching methods to different learning styles of other students
- Critical thinking and analysis of student's work