**Theresa M Lennon**

807 Bridgewater Avenue

Apartment 11

Chippewa Falls, Wisconsin 54729

(715) 944-6526

OddyseyT@gmail.com

**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** July 2020 – Present

Lambda University, online student

**Information Technology** July 2009 – June 2012

**Dual concentration in Network Management and Software Systems Engineering**

­Colorado Technical University Online, Colorado Springs, CO

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

­

­**English/Creative Writing** September 1995 - June 1996

**­**Western Washington University, Bellingham, WA

­

­**Associates of Arts and Sciences** January 1992 - June 1994

**­**Whatcom Community College, Bellingham, WA

**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