

Summer J. Kerekes

Indianapolis, IN 46227

513.290.2582

summerkerekes@gmail.com

www.linkedin.com/in/summer-kerekes

OBJECTIVE

Spunky, entry-level software developer looking to utilize my drive, enthusiasm, knowledge and experience to transition into software development. Looking to obtain a position, in the Indianapolis Area, as a software developer with a company that will allow me to continue to develop my skills and professional development. Experience with:

ASP.NET Web MVC	C# / .NET Framework	Entity Framework
Git / GitHub	HTML5 / CSS3	Visual Studio Community
Customer focused	Fast and eager learner	Incident Management
PowerShell	Project Management	Resourcefulness
Solid Analytical Abilities	Strong Troubleshooting Skills	Unified Communications

EDUCATION

Software Development, C# April 2020 – July 2020
Eleven Fifty Academy – Indianapolis, IN
Automating Administration with Windows PowerShell..... June 2018
New Horizons Computer Learning Centers – Blue Ash, OH
Core Solutions of Microsoft Skype for Business 2015 October 2017
New Horizons Computer Learning Centers – Blue Ash, OH
Associates Degree, General Studies 2000
Indiana University, IUPUI – Indianapolis, IN

CERTIFICATIONS

- HTML and CSS Foundations, <https://bit.ly/3fAgTfW>
- Software Development Blue Badge, <https://bit.ly/2N95VC3>

PROFESSIONAL EXPERIENCE

Concentrix (Convergys) – Cincinnati, OH April 2009 – February 2019

Associate Programmer / Collaboration Specialist June 2017 – February 2019

Supported unified communications platform, Skype for Business (hybrid) for publicly traded, multinational organization of 225,000 located in 40+ countries with 19,000+ Skype for Business users. Provided end user information training, mentoring and knowledge transfer for audio-video solutions.

- O365 Administration of Skype for Business, MFA and Exchange
- Created scalable and sustainable ways to ensure meeting success by proposing and facilitating training of executives' administrators and department contacts
- Stimulated cost savings by advocating wide use of Unified Communications over telephony
- Experience with: Skype for Business, Zoom, Blue Jeans, Cisco WebEx, Cisco Telepresence

Executive Administrator April 2009 – June 2017

Supported CIO and senior leadership for a publicly traded, multinational organization of 130,000 located in 33 countries with administrative duties, spanning Business Development, office of the Chief of Staff, Collections Licensing, Facilities Management, Global Brand and Communications, Global Technology Solutions, Market Strategy, and Mergers & Acquisitions.

- Managed high volume calendars, scheduling appointments and coordinating meetings

- Excelled at making detailed travel arrangements in Concur (domestic and international)
- Reconciled expenses in PeopleSoft Financials for executives and teams
- Aide in administrative functions of the C-suite and beyond
- Prepared complex reports, spreadsheets, and documents
- Managed special projects and delegated tasks
- Accomplished with Microsoft Word, Excel, Outlook, PowerPoint, Skype for Business and SharePoint
- Arranged / supported video conference meetings, ranging in size from a few to several hundred participants

Wachovia – Blue Ash, OH July 2006 – October 2007

Mortgage Consultant

- Collected sensitive information to assess a borrower's credit and financial history
- Worked with potential borrowers to get the best loan for their financial situation
- Provided high level of customer service, ensuring borrowers fully understood the process

Philip Morris USA – Milford, OH August 2003 – April 2006

Section Management Assistant

- Processed national account invoicing and payment reconciliations
- Designed and wrote payment reconciliation guide that was adopted nationally
- Supported calendar management, large meeting coordination, and conducted financial audits
- Maintained records compliance (Sarbanes-Oxley)

Kelly Services – Indianapolis, IN February 2000 – March 2003

Assigned various administrative and management support positions within Philip Morris USA, Eli Lilly & Co, and Sprint PCS.

- Office management
- HR Recruiting
- Customer Service Management
- Marketing & Sales Support

MILITARY EXPERIENCE/EDUCATION

United States Army August 1993 – May 1996

United States Army Reserve June 1996 – May 1999

Installed, operated, maintained, and troubleshoot communication equipment systems

- Combat Lifesaver Course
- Served in Operation Restore Hope, Haiti 1994 and Korea 1995 – 1996
- Security Clearance: Secret (1993 – 2003)

LEADERSHIP & COMMUNITY EXPERIENCE

- 8+ gallon plasma / platelet donor
- Mallards of Mason Condominium Board of Directors, 2007 – 2019
- CityLink Center, facilitated and taught computer literacy and basic skills
- Fresh Start of Indianapolis, trained Domestic Violence survivors in basic computing concepts, MS Office, internet and email systems