

Account Services Assistant Account Services Assistant Account Services Assistant Fishers, IN
Work Experience Account Services Assistant Hamilton Eastern Public Library - Fishers, IN August
2018 to April 2019 Completes a variety of clerical tasks dealing with the circulation of materials. Sort
materials, process holds and update catalog. Application Specialist Hamilton Southeastern Schools
- Indianapolis, IN September 1999 to October 2002 and in the childcare center at the Fishers
YMCA. Indianapolis Star - Indianapolis, Indiana September 1999 - October 2002 Application
Specialist - Work closely with our HR and Finance user communities to ensure that all of their needs
are handled in an effective and friendly manner. Provide desktop and development support. Develop
documentation for our team's technical reference and for the user community. Work with consultants
for application conversion & implementation. Training: Windows 2000 Advanced Server &
Professional, Cyborg, Cognos Impromptu, Application/Scan Extender, ProComm Plus, SQL &
SQL*LOADER, UNIX, AS/400, and Oracle Financial Applications, Lawson Financial Applications,
WS FTP, and DOS. Technology and Database Coordinator Indianapolis, IN February 1999 to
September 1999 Provided users applications support for headquarters and eight regional offices via
one on one questions and creating documentation. Applications include Microsoft products,
FaxServe, and Paradox. Other responsibilities included hardware/software inventory,
researching/purchasing new products and coordinating consultants. Training: Windows95 and 98,
PowerPoint, Access, Word, and Excel. Database Administrator Indiana Chamber of Commerce -
Indianapolis, IN September 1997 to February 1999 Managed customized TASS Database utilizing
FoxPro Report Writer and primary contact with TASS for modifications and additions. Education
Bachelor of Science in Parks and Recreation Administration in Parks and Recreation Administration
Indiana University - Bloomington, IN State Tourism Office Certificate Indiana University School of
Business Skills Customer Service

Name: Jason Byrd

Email: anthonysteven@example.org

Phone: 4656462846