

IT Intern IT Intern IT Intern - West Virginia University Foundation Morgantown, WV Authorized to work in the US for any employer Work Experience IT Intern West Virginia University Foundation - Morgantown, WV June 2015 to Present Conducted daily password setup and re-activated accounts, and monitored constituent data management with data entry and queries into the Raisers Edge Database. Answered Response Center calls and troubleshoot issues such as application installation and hardware device setup; liaised escalated or advanced issues to supervisors. Assisted with Foundation Services webpage setup and demonstrated to clients how to navigate throughout the page. Created six tutorials through Camtasia Studio Screen Recorder for West Virginia University Foundation webpage. Project Manager West Virginia University Foundation February 2016 to May 2016 Provided project management for the development of a login system for the Office of Residence Life. This application was designed to provide a proof of concept to our sponsors and stakeholders. This project entailed working with software engineers for our development in java and all documentation completed for sponsor satisfaction. Project Manager West Virginia University Foundation August 2015 to December 2015 Provided project management for the creation and implementation of an International Fashion Show Prepared printed and web-based promotional material, created a slideshow with coordinating music of all countries used during the runway show, organized specific country booths displaying their memorabilia, and oversight of event. kenzcira@gmail.com 2301 Morningside Drive 304.692.1248 Morgantown, WV 26508 Sales Associate Slight Indulgence - Morgantown, WV February 2014 to June 2015 Managed and troubleshoot two computers and networks, updated SlightIndulgenceWV.com daily with menu and special updates, monitored inventory in store database. Conducted beer and wine sales, took phone orders, served lunch and dinner services for seven four-top tables and one eight-top table, handled between \$250 to approximately \$1000 a day. Ran 300 basket deliveries during holiday season and other deliveries upon request. Education Bachelors of Science in Business Information Systems Management Fairmont State University in - Fairmont, WV July 2016 Skills Operating Systems: Microsoft Windows, Linux, MAC OS, Web Page Construction: Adobe Dreamweaver, Graphic Design and Layout: Adobe Photoshop, Video Production: Camtasia Studio

Screen Recorder and Video Editor, Desktop Virtualization: Citrix Receiver, Databases: Raiser s
Edge, Office and Email Management: Microsoft Office Suite, Microsoft Outlook, Office365,
Programming Languages: Visual Basic, HTML, CSS and can proficiently read Java, Repair,
modification, maintenance, and building computers and networks, Typing 80+ words a minute and
400 keystrokes a minute Links <https://www.linkedin.com/in/mackenzie-cira-82012b115>

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