

Job Seeker Jacksonville, FL Work Experience Gateway - Jacksonville, FL January 2011 to April 2011 Florida 32207 Assigned to WorkSource (Gateway) Tax Preparer Prepare taxes for individuals; provide guidance involving tax related concerns Recreational Specialist City Of Jax Parks and Rec Dept - Jacksonville, FL September 2009 to December 2010 Led youth in recreational activities; plan community outreach services/functions; monitor and report all site activities; as well as IT support services for the site including assisting and supporting organizational members and clients with network, database, and application training and technical support Database Administrator Mt. Zion Baptist/ University Baptist Church July 2006 to August 2009 Maintain and administer web server and middleware tools used to develop Web database systems and framework; develop and enforce database administration and user standards and procedures Education Edward Waters College 2010 Bachelors of Science in Computer Information Systems Edward Waters College - Jacksonville, FL 2010 Skills Web Design, Internet Programming, Java, CPP, Project Managment, Microsoft Office Additional Information Excellent interpersonal, communication, organizational and time management skills Ability to manage multi-faceted tasks simultaneously without compromising quality Team-oriented and reliable Web Designer Troubleshooting & Testing Management Assigned and review the work of systems analysts, programmers, and other computer-related workers. Consulted with users, management, vendors, and technicians to assess computing needs and system requirements. Developed and interpret organizational goals, policies, and procedures. Developed computer information resources, providing for data security and control, strategic computing, and disaster recovery. Directed daily operations of department, analyzing workflow, establishing priorities, developing standards and setting deadlines.

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