

Objective

- A stimulating, entry-level information technology position that allows me to apply my own technical savvy to the issues occurring in the ever-growing high-tech occupation.

Education



Saginaw Valley State University

7400 Bay Road; University Center, MI 48710-0001

(989) 964-4000

Major: *Computer Science*

Current Standing: Senior



Mid-Michigan Community College

5805 East Pickard Road; Mount Pleasant, MI 48858-1167

(989) 773-6622

Focused in General Studies

Member of Phi Theta Kappa

Technical Skills

- Languages: C++, Visual Basic, HTML/CSS
- Operating Systems:  Microsoft Windows 8, 7, XP
 Mac OS X
 - Unix
- Programs: Microsoft Office Suite, Microsoft Visio
Adobe Photoshop, Adobe Dreamweaver

Employment

Framed Art by Tilliams

217 North State Street; Alma, MI 48801

(989)285-1188

Position: Assistant Manager

- Installing and maintaining new computers, printers, and shipping software
- Graphics editing and printing using professional-grade equipment and software
- HTML/CSS and XML coding languages for invoicing customer data
- Inventorying and ordering products using Microsoft Excel
- Preparing and distributing artwork, satisfying industry standards
- Printing and sorting incoming orders and ensuring shipments will arrive on time
- Communicating with customer service coworkers to ensure customer requests are met.
- Directly interacting with the customers via email and telephone.
- Ensuring colleagues have necessary tools to complete their job
- Figuring payroll hours and sending information to accountants
- Maintaining a hospitable work environment