

Robert C. O'Donnell
1443 West 42nd Street
Norfolk, VA 23508
(979) 709 - 2140

EDUCATION

Bachelors of Science, Computer Science, May 2015
Old Dominion University, Norfolk, VA

Relevant Courses:

Programming and Problem-Solving
Object-Oriented Program Design
Data Structures
Computer Architecture

EMPLOYMENT

Assessment and Information Technology Assistant,

Student Success Center, Old Dominion University, August 2012-Present

- Aid in designing and managing databases using a variety of database management and programming tools
- Generate database queries and reports providing the information requested
- Create solutions to automate departmental processes; Create macros to automate task
- Provide Survey Administrator support, creating online evaluations and summary reports

Information Desk Student Employee,

Student Success Center, Old Dominion University, August 2012-Present

- Greet visitors and answer busy multi-line phone system; screen calls, and refer callers to
- Appropriate personnel as necessary.
- Directs visitors by maintaining employee and department directories; giving instructions
- Schedule and update appointments for advisers
- Manage Information Technology Inventory of the building

EXPERIENCE

Computer Experience

- Computer Language
Proficient: C++
Familiar with: HTML, CSS, JavaScript, Java
- Operating System: Windows, Linux, Unix

Training/Professional Development

- Leadershape Institute, Summer 2014
- Old Dominion University Service Standards Customer Service Training, 2012-Pesent
- Family Educational Rights and Privacy Act (FERPA), August 2012