**GREGORY W. MASZTAL**

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*OBJECTIVE*

To obtain an Information Technology position in which my experiences and talents could be utilized to benefit both myself and the company I represent.

*EDUCATION* **UNIVERSITY OF MASSACHUSETTS DARTMOUTH** N. Dartmouth, MA

Bachelors of Science, Business Administration May 2012

Concentration in Management Information Systems

*COURSEWORK* Information Technology Hardware & Software

Programming and Problem Solving

Business System Analysis & Design

Networking& Telecommunications

Advanced Information Systems

Database Implementation & Design

*EXPERIENCE* **University of Massachusetts Dartmouth** N. Dartmouth, MA

**Office Assistant** September 2008-May2011

* Answered Telephones
* Assisted professors with their heavy workloads
* Composed, proofread, photocopied, and e-mailed documents
* Ran errands for superiors upon request
* Handled multiple tasks at a time, and constantly remained organized

**National Library Relocations** Palmer, MA

**Crew Member** June 2008 -August 2009

* Facilitated the procurement of the library equipment in need of transportation.
* Maximized time efficiency by organizing the equipment as soon as it was transported to the warehouse
* Oversaw truck loading stages and reassured that each piece was bound to the correct location
* Transported the equipment to the designated address and made sure it was handled with extreme care
* Instructed new staff members on proper equipment carrying procedures

SKILLS AND CAPABILITIES

* Communicates effectively and concisely and conveys information verbally and in writing
* Exceptionally good in problem analyzing, solving and troubleshooting skills.
* Experience with credit analyses and banking systems
* In-depth knowledge of Database, Web technologies and Software Development Life Cycle.
* Highly educated with the Microsoft Office Suite including Access, Project, Excel, Word and Power Point
* Computer-literate with proficient knowledge of web page development and programming skills
* Experienced with Windows and MS DOS Operating Systems