**PROFESSIONAL SUMMARY**

Student looking to develop professional career skills in the Information Technology field. Ability to learn all training in minimal time frames due to previous work experiences. Great communication skills that relate well for team-based projects. Searching for a company that can help build technology skills within that organization for years to come.

**SKILLS**

* **Technical Writing Skills** – ERD’s, Process Models, Use Case Diagram, Class Diagrams, Trace Matrix, Sequence Diagrams, Agile
* **Languages** – C#, SQL, HTML
* **Databases** - SQL Server, Access
* **Applications** – Microsoft Office, Visual Studio, WordPress, Visio, Wireshark, VM Virtual Box, Outlook
* **OS** – Linux and Windows
* Team Oriented
* Team Communication
* Fast Learner
* Passion
* Business Communication
* Critical Thinking
* Analytical/Technical Skills
* Customer Service
* Follows instructions

**EDUCATION**

**Bachelor of Science, Business Administration: Computer Information Systems**

**Business Process Management, Cyber Security, Web Development.**

University of Louisville Graduating – May 2021

* Phi Beta Lambda – Founding Member, Social Media Chair
* College of Business Student Council

**WORK EXPERIENCE**

**Server/Host**/**Bartender** Aug 2018 – Present

Down One Bourbon Bar, The Galt House Hotel – Louisville, KY

* Strong interpersonal connections creating customer satisfaction while undergoing large pressure

**Community Night Assistant** Aug 2018 – March 2019

University Pointe, University of Louisville

* Responsible for safety of residents and their information

**Receptionist**  May 2018 – Jan 2019

Dr. Tomaselli’s Dentist Office – Burke, VA

* Implemented employee training and transitioning after two weeks of learning programs
* Head of Patient Records Project that resulted in archived past patients, removal of duplicate records, and a more mainstream $2,000 database environment
* Responsible for over $30,000 in payments from patients and insurance companies weekly

**Imaging Clerk** Aug 2016 – May 2017

Bluegrass Cellular – Elizabethtown, KY

* Managed multiple computer programs dealing with customer accounts
* Completed daily tasks for the Call Center office productively

**Sales Associate** Mar 2015 – May 2018

Old Navy – Elizabethtown, KY

* Worked alongside associates focused on completing team goals together