**Anthony Meunier**

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**Summary** —Targeting entry-level information technology positions

* Quickly learn and master new technologies; demonstrates success in both team and self-directed projects.
* Proficient in a wide range of computing systems, languages, tools and testing methodologies.
* Personable and positive; applies interpersonal aptitude to effectively communicate with coworkers, clients, and vendors.
* Flexible, hardworking and can adapt easily to changes in both schedule and work environment; welcomes challenges and applies each and every unique experience to personal and professional growth.
* Energetic and dedicated; reputation for consistently going beyond what is required.

**Education & Credentials**

**DeVry University Expected May 2016**

Bachelor of Science

Computer Information Systems

* 4.00 GPA
* Concentration in Health Information Systems
* Dean’s List Recipient, Every Semester in Attendance

**Antelope Valley College June 2011**

Associate in Arts

Liberal Arts and Sciences: Social/Behavioral Sciences

* 3.56 GPA, Graduated Magna Cum Laude
* Dean’s List Recipient, Spring 2009
* Dean’s List Recipient, Spring 2011

**Technology Summary**

* Systems: Unix, Linux, Windows OS, Mac OS
* Databases: Oracle, Relational Databases
* Languages: Visual Basic, C#, Java, SQL, HTML, CSS, ASP.NET
* Software: Visual Studio, Microsoft Visio, Microsoft Office, Microsoft Project

**Work History**

**Staples Office Supply 05/2014 – Present**

Sales Associate Palmdale, CA

* Process and complete sales through use of a cash register.
* Highlight and help locate best available products and their features based upon customer’s needs.
* Prepare and maintain clean working stations and environment.
* Organize and zone store inventory on a daily basis to present and uphold a brand image.

**Best Buy 10/2012 – 02/2013**

Geek Squad Installer Palmdale, CA

* Aided in the installation and setup of home theater equipment by properly determining and using any necessary tools while understanding and following housing-code in order to efficiently and safely complete all jobs.
* Interacted with clients in an in-home setting and served as a facilitator of strong customer-company relations by personally contacting and following up with customers on behalf of the company; handled most processes of communication with client outside of initial store experience.
* Used an Order Management System to ensure all facets and components necessary to process and expedite setup and completion of job-related functions were in order.

**Thermal Comfort Systems 06/2007 – 08/2011**

Clerical / Data Entry Northridge, CA

* Performed data entry via QuickBooks.
* Organized and filed important account documents and invoices.
* Assisted in everyday office tasks including: answering and redirecting phone calls, scheduling appointments, and communicating with clients via fax and email.

References available upon request.