MICHAEL PANDOLFELLI

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SUMMARY

Computer Information System student with excellent writing, communication ability and technical knowledge.

EDUCATION

Manhattan College, Riverdale, NY   **Expected May 2019**
Bachelor of Science in Computer Information Systems
Dean's List, GPA: 3.4 /4.0

Courses

- Analysis, Design, and Implementation of Information Systems, Computer Science I, Data Mining for Business Applications, Business Data Communications & Telecommunications, Business Data Management, Intro to Programming with Business Application, Intro to Information Systems, Business Analytics Spreadsheet Modeling

SKILLS & ABILITIES

Technical

- Proficient in Python, HTML, CSS and C++
- Experience with SQL, ER Modeling and Virtual machines
- Experienced with data visualization in Power BI, R and Excel
- Extensive experience with Adobe Creative Suite (After Effects, Illustrator, Photoshop)
- Strong knowledge of Microsoft Office (Word, PowerPoint, Excel, and OneNote)
- Familiarity with Windows, MacOS and Linux

Traits

- Works well in teams and is easy to get along with
- Strong communication and research skills
- Can work in a fast-paced work environment

EXPERIENCE

Ringwood State Park, Ringwood, NJ   **May 2016-August 2018**
Visitor Service Assistant
- Provided accurate tour and park information to visitors at Skylands Manor, Ringwood Manor and Shepherd Lake.
- Reported emergencies, directed traffic and performed visual inspections of area facilities and grounds.
- Issued permits and passes, operated office equipment, provided public information, greeted visitors, and other assistance.
- Politely assisted customers in person and via telephone.

Clean Sweep of Ramsey, Ramsey, NJ   **September 2015-August 2018**
Versatile/All-Around Worker
- Removal of furniture and objects in houses for relocation and/or disposal.
- Contacted customers prior to delivery to confirm and coordinate delivery times.
- Worked with others to efficiently perform varied tasks: installation, removal, etc.