

Tracy M. Sancic

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PROFESSIONAL PROFILE

Self-motivated, highly organized computer programming and networking graduate. Dedicated to meeting company goals and tasks. Works well with co-workers and clients. Focused on developing a career as a database administrator. Analytical thinker who handles projects in a systematic way.

EDUCATION

Horry Georgetown Technical College

Conway, SC

Associate in Applied Science – May 2011

Dual Emphasis: Programming and Networking

Certificate in Web Design

GPA: 3.40/4.00

President's List (Fall 2008 and Spring 2010). Dean's List (Fall 2009 and Spring 2011)

Member of Phi Theta Kappa and AITP (Association for IT Professionals)

Charleston Southern University

Charleston, SC

Currently a full-time student taking on campus classes to finish my Bachelors in Computer Science.

Coursework: Microsoft Office 2007, C++, Visual Basic, Web Expressions, Flash, Java, SQL Database, Windows Server 2003 & 2008, Windows XP, Vista, Windows 7, Linux, Security, Wireless, Advanced Routers, Hardware, and System and Procedures.

Programming/Networking

- Worked on a virtual machine through VMware with a server and multiple operating systems to setup virtual clients and act as network administrator
- Familiar with basic security permissions, protocol and techniques used to detect viruses and threats, to protect sensitive data and to eliminate outside access to secure computer systems
- Knowledge of the basic fundamentals of computer hardware and accessories
- Knowledge of control of systems and procedures through Project Management and Project Analysis
- Knowledge of Active Directory Configuration for assigning permissions and passwords
- Knowledge of basic SQL commands when working with a database
- Basic knowledge of C++ programming language, will be taking class in fall to implement it better

Web Design and Management

- Created a working website using Web Expressions and Flash for design and Database and Security to establish sequels and queries to analyze inventories and contacts and to setup security protocol
- Developed a real estate website and contact management system to generate and track listings through a postcard campaign
- Initiated development of an online real estate filing system used to coordinate forms, disclosures and templates to facilitate real estate procedures. System included an automated calendar system that distributed email reminders for meetings, appointments and upcoming events.

Freelance work

- Created a working online filing system for company agents at a real estate office to be able to download and print important papers from.

- Trouble shooting friends computers.
- Created my own website when I was selling Real Estate

EMPLOYMENT HISTORY

Verizon Wireless, **Collections Financial Services**

12/2013 - Present

Target, **Team Member**

6/2012 - Present

Realtor, **Exit Coastal Real Estate Pros**

4/2005- 12/2012