**Possible jobs**

* Entry level IT, get my foot in the door
* NOT Help Desk
* Entry Level Programmer (Java)
* Desktop Support
* Tech Support
* Business Analyst
* Systems Analyst
* Data Analyst

**UW Health IT**

* Ashly Miller: amiller2@uwhealth.org, 608-261-1288
* Bryan Klawiter: klawb747@gmail.com
* Jobs:

- End User Device position (internal software/hardware)

- SharePoint Office 365 Systems Analyst

- Systems Analyst

- Analytics Consultant

- Business Systems Analyst

* IT divisions:

1) Epic Medical Records (MyTime)

2) Business Systems (OnBase, EI)

3) Enterprise Analysis (extract data, reporting)

**TEKsystems**

* Mitch Lemke: 608-243-3500 (main)
* David Potter: 608-243-3484
* Jobs:

- Business Analyst

- Application Support Developer (SQL)

- Desktop Support (SCCM, Active Directory)

**Robert Half**

* Jerry Fink: 608-827-8882
* Michael Zellner: Mike.Zellner@rht.com
* Jobs:

- PC Technician

- Desktop Support Analyst

**UW System Administration**

* Tom McClurg, Vanessa Paeshke, Cathy Cuccia
* Jobs:

- Senior IS Specialist (PMO Project Analyst)

**Cover Letter**

* Work experience meet requirements
* Skills meet requirements
* Why I want to work there, how am I a good fit
* Reflect job description
* NOT "To whom it may concern", use name, HR, Hiring Manager, etc.

**Interview**

Tips:

* **I am eager to learn, pay my dues, start at the bottom**
* Use "I" language
* Conflict, one that was a learning experience
* Life lessons
* Bring 10 questions (not salary)
* **Resume objective should match job description**
* Person or problem you overcame
* Example of prioritizing work
* **Print out my TDS reviews**
* **Ask for letter of recommendation**
* Question about salary: deflect - "I would rather talk about the job at this point"

Job Gap:

* Looking for new opportunities, more interesting work/company/environment
* Lots of change in my life, family reasons
* Focus on family, time with family
* Volunteer (Children's Museum, Habitat For Humanity)
* **Eager to go back to work full-time**

Strengths:

* Quick learner (SAP software, SAP add on software)
* Easy to get along with (go-to person for Business Analysts at TDS)
* Responsible, get things done when due
* Problem solving (alone and on a team)

Qualifications:

* Member of Geek Squad at Best Buy in 2012
* Completed Java Programming and Advanced Java Programming at MATC
* Very willing to attend any trainings needed
* Bring all my experience in IT, mentor others
* Love helping people, sense of confidence, feels good; end users and co-workers (Eaton Corp)
* Computer support (desktops/laptops) for friends and family

- Software installs/upgrades in Windows XP, 7, and 10, Windows

- Windows upgrades; XP to 7, 7 to 10, XP to 10

- Hardware fixes and replacements on desktops and laptops (hard drives, fans, memory, etc)

- Speed and performance improvements (startup processes, removing programs/apps)

Accomplishments:

* Programming Team Lead, SAP upgrade from 4.5B to 4.6C

- Coordinate modifications needed for all custom programs

- Spreadsheet; program name, category current status, who assigned

- Every program reviewed, tested, and modified as needed

- Eliminated 20% - 25% of programs, marked as unused or obsolete for future support

Stress:

* SAP upgrades, needs to be ready for release by 8am Monday (16-18 hour days)
* Focus on 1 task at a time
* On-call rotation

5-10 years:

* Working at same company
* Like to get more into software/programming
* Education to reach goals

Handling conflict:

* I'm easy going, flexible and friendly
* Problem with co-worker

- Tried to defame me, vindictive, intentionally cut-down my solutions and opinions in meetings

- Worked with her when necessary, but tried to have as little contact as I could (not avoiding)

- Found out later she was having terrible personal and family issues at the time

* Retail project at TDS

- Project team member for programming

- Gave project leader estimate of time needed to do programming

- Spreadsheet with all things covered (analysis, design, development, testing, implementation)

- Way over her scheduled deadline, but she was locked in by the business needs

- Ended up taking years longer with development and support

Questions:

* Next steps
* Work climate, cubicles, open environment
* % on phone, email, in person interaction
* Team size, other IT employees I interact with
* End users (in-house or not)
* **Are you confident I am someone who can meet the challenges of this position?**
* **Are you going to move me forward in this process?**
* **Can we schedule the next step?**
* **Can you see me being a member of your team?**