**Tionna Williams**

973-356-5005

williamstionna@gmail.com

SUMMARY:

Recent Technical Management graduate with specialty in Information Technology. Able to collaborate with Business Analysts and/or users to develop, prioritize, and estimate the requirements for software

implementation . Proficient in the design, development, documentation, testing and debugging of software and systems. Professional demeanor with focus on excellence and growth.

TECHNICAL SKILLS:

• LANGUAGES: Visual Basic, HTML, Java, C++

• SOFTWARE: Ms Word, Photo Shop, Excel, Power Point, Word Perfect

• DATABASES: Ms SQL, MS Access

• OPERATING SYSTEMS: Windows server 2003 & 2000, Windows XP/Vista/98/95

EDUCATION:

DeVry University, Paramus, NJ

**Bachelor of Science in Technical Management**  Oct 2014

ASA College, Brooklyn, NY Jan 2010

**Associates of Occupational Studies in Computer Programming and Information Technology**

PROFESSIONAL EXPERIENCE:

SDDS Yellow Book, Essex County, NJ July 2014-Aug 2014

**Inspector**

* Inspect Essex county routes on a daily basis to ensure drivers delivered correctly.

Career Academy of New York, New York, NY Sept 2009-Feb 2010

**Assistant (Intern)**

* Prepare invoices, reports, memos, letters, financial statements and other documents, using word processing, spreadsheet, database, or presentation software
* Conduct research, compile data, and prepare papers for consideration and presentation by executives, committees and boards of directors
* Perform general office duties, such as ordering supplies, maintaining records management database systems, and performing basic bookkeeping work

OTHER EXPERIENCE:

Our Lady of Sorrows, Jersey City, NJ Feb 2003-July 2007

**Alter Server**

* Organized and assisted in regular religious services
* Scheduled special events such as camps, conferences, meetings, seminars, and retreats
* Helped to develop and direct study courses and religious education programs