

**OBJECTIVE: Entry-level IT / Web Design Position**

**SUMMARY OF QUALIFICATIONS**

---

- Dedicated and self-motivated with a Bachelor of Science in Information Technology.
- Able to communicate well with others and work well both independently and as a contributing member of a team.
- Adaptive to various environments and enjoy learning new methods to complete tasks.
- Analytical approach to solving problems when completing projects.
- Creative, flexible, and enjoy challenges.

**EDUCATION**

---

**Limestone College, Gaffney, SC**

**May, 2007**

- **Bachelor of Science in Information Technology**

Coursework included:

Database Programming  
Imperative Programming  
Office Application Programming  
Database Management  
Information Systems Analysis and Design  
Project Management for Information Technology  
Applied Software Development  
Information Management Systems

Database Software  
Presentation Software  
Spreadsheet Software  
Word Processing Software  
Desktop Publishing Software

**Spartanburg Community College, Spartanburg, SC**

**May, 2008**

- **Web Design Certificate**

**SKILLS**

---

Excel  
Word  
PowerPoint  
Access  
Windows Mail  
Windows XP/Vista  
Dreamweaver

Photoshop  
Email Routing  
FTP  
CSS  
Type 70 wpm  
Securing LAN's  
File/Printer Sharing

## **EMPLOYMENT HISTORY**

---

### **Customer Service Representative**

**Check'n Go, Boiling Springs, SC**

**2007-2008**

- Process loan applications
- Verify customer information and approve or deny loan
- Perform audits
- Run business independently
- Resolve customer complaints
- Use math formulas to find store debt, front/back-end efficiency
- Courtesy calls
- Collection calls
- Account management

### **Customer Service**

**Dairy Queen, Gaffney, SC**

**2005-2007**

- Open store independently and prepare for business
- Prepare food orders
- Operate cash register and serve customers
- Resolve customer complaints
- Maintain and fix ice cream machines

### **Work-Study**

**Limestone College, Gaffney, SC**

**2003-2003**

- Put student grades into Excel spreadsheets
- Created formulas in Excel to find student and class average
- Graded papers

## **REFERENCES**

---

James L. Adams	IT Professor	864-488-4528
Randall J. Lawson	IT Professor	864-488-4582