

Lucas Weldon Eppersimons

Isle of Palms, SC

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 and practical 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

Projects done:

Created a 35 page report detailing an IT project management plan for a large scale Restaurant chain.

SKILLS

Excel
Word
Access
Publisher
Windows Mail
Dreamweaver

Photoshop
Email Routing
FTP
Type 75wpm / 10key-8500kph
Securing Wi-Fi
File/Printer Sharing

RECENT VOLUNTEER WORK

Administrative Assistant to the Executive Director & Volunteer Coordinator

Meals On Wheels, Gaffney, SC

1/2009-11/2009

- Created volunteer database
- Directed and helped market video to place 2nd in National contest
- Tech support in Microsoft Office
- Grant writing – received every grant applied for
- Often put in charge of office when Director and Assistant Director were out
- Composed letters soliciting funds
- Contributed ideas for public relations

EMPLOYMENT HISTORY

Customer Service Representative

Check'n Go, Boiling Springs, SC

2007-2008

- Frequently trusted to run business independently after just 2 weeks of training
- Quickly resolved customer complaints
- Verified customer's information and approved or denied loans
- Performed audits
- Data entry
- Data management

Customer Service

Dairy Queen, Gaffney, SC

2005-2007

- Offered Assistant Manager Position after 1 year
- Installed computer workstations and network for manager's office
- Performed all daily tasks related to running the business
- Resolved customer complaints

Work-Study

Limestone College, Gaffney, SC

2003-2004

- Put student grades into Excel spreadsheets
- Created formulas in Excel to find student and class average
- Ran soundboard for school productions
- Member of Jazz Band (4 years)