

DONITA SILVA
1247 Madison Road
Columbus, OH 43216
614-555-0100
dsilva@provider.net

OBJECTIVE

Information Systems Analyst I position in a financial environment requiring system design, programming, investigation, reporting skills

QUALIFICATIONS SUMMARY

- * Education in computer systems and accounting practices
- * Proven interpersonal skills and team skills in a financial setting
- * Programming competence in C, C++, C#.NET, and Visual Basic.NET
- * Practical experience in EDP accounting applications
- * Proficient in Excel, Word, Access, and Windows
- * Experienced in AS/400, MS Server 2000, MS Server 2003, and Novell LAN operations

EDUCATION

Bachelor of Business Administration, Renton College, Columbus, OH, 2006
* Major: Computer Information Systems, *Minor: Internal Auditing

*Relevant Courses of Study: System Analysis and Design, Systems Development, Quantitative Analysis, Advanced Programming, Data Communications, Database Systems, Advanced Corporate Finance, Information Systems Auditing, Statistical Techniques

*Senior Internship: J. Kemp Marketing Associates
Installed a five-PC Novell LAN, three printers, and associated software (MS Office) for 2 small marketing services businesses. Assisted the consulting systems analyst in customizing proprietary statistical program for marketing research applications.

EXPERIENCE

Alexander & Swartz, Columbus, OH 9/05 to Present
Part-time Assistant Staff Auditor: Assist in audits of cash, accounts receivable, and accounts payable for midsized firms that use AS/400s. Interface with clients and write audit reports as member of the Business Services Assurance and Advisory team.

Micronomics Company, Columbus, OH 6/02 to 9/05
Part-time Programmer's Assistant: Designed, documented, coded, and tested C program subroutines for order-entry system on Novell PC network. Achieved a 95 percent average program-accuracy rate on test runs. Cataloged and filed new programs and program patches for the company's software library. Also used MS Server 2003.

Renton College, Columbus, OH 9/00 to 6/02
Computer Operator Aide. Using MS Server 2000, copied files for backup. Verified accuracy of reports and scheduled print sequences. Recommended schedule changes that improved efficiency of backup procedures by 28.5 percent.

ASSOCIATIONS

Information Technology Management Association, 2001 to Present
Columbus Computer Club, 2000 to Present