

## Name

*Permanent Address*  
129 Midland Drive  
Elkton, MD 21921  
(410) 000-0000

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111 Perry Drive  
Salisbury, MD 21804  
(410) 000-0000

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## EDUCATION

Bachelor of Science May 2008  
Major: Information Systems Management  
The Perdue School of Business,  
Salisbury University, Salisbury, Maryland  
▪ The Perdue School of Business is accredited by the American Assembly of Collegiate Schools of Business  
▪ Overall GPA: 3.4/4.0- Major GPA: 3.7/4.0

## RELATED EXPERIENCE

*Information Technology Department*, Salisbury University, Salisbury, Maryland 2006-Present

### Senior Lab Manager

- Perform liaison duties between student employees and full-time IT staff.
- Oversee the management of all computer labs.
- Prepare and conduct new student employee training.
- Evaluate student manager performance for end of semester evaluations.
- Assist student lab managers with duties.

### Fulton Hall Lab Manager

- Performed hardware and software maintenance and repairs in four student computer labs.
- Coordinated schedules for student employees.
- Maintained inventory of supplies for all computer labs.
- Evaluated student monitor performance.

### Printing and Scanning Services Manager

- Performed maintenance and repairs on all PC=s, printers, and scanner in the lab.
- Coordinated schedules for student employees.
- Evaluated student monitor performance.

### Student Monitor

- Assisted users of the computer labs with hardware/software problems.
- Maintained printers, lab maintenance, and security.

## WORK EXPERIENCE

**Bag Assembly**, *W. L. Gore & Associates*, Elkton, Maryland

**Checkout Supervisor**, *K-Mart*, Elkton, Maryland

**Checkout Associate**, *K-Mart*, Elkton, Maryland

## ACTIVITIES

**Association of Information Technology**, Professionals, Treasurer, Salisbury University

**Salisbury University Linux Users Group**, Vice President, Salisbury University

## COMPUTER SKILLS

Desktop Software: Corel 7 Suite, Microsoft Office 95 Professional Suites

Operating Systems: MS-DOS, Microsoft Windows 3.1/95

Network Operating Systems: Novell NetWare 4.x

Internet: Groupwise 5 Mail, Netscape Communicator, Netscape Editor, Microsoft Internet Explorer

Programming Languages: COBOL, C++

Database Applications: Microsoft Access 7, SQL