

MARY SMITH
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OBJECTIVE

To obtain an entry-level position in Computer Science.

EDUCATION

St. Johns River State College, Palatka, Florida

ASSOCIATE IN SCIENCE, COMPUTER PROGRAMMING, April 2011

Cumulative GPA = 3.0/4.0

ACHIEVEMENTS

Earned 80% of college expenses through full-time and part-time employment.

Honors, Three semesters

COMPUTER SKILLS

Programming Languages: Pascal, C, C++, HTML coding

Networks: UNIX, Novell

Software: Excel, WordPerfect, Page Maker, Harvard Graphics, Dbase IV, Microsoft Office

EXPERIENCE

St. Johns River State College, Palatka, FL, September 2006 - Present

ASSISTANT / COMPUTER LAB

Provide support and scheduling for 75 IBM PC's and 30 Macintosh II x computers operating on MS Lan Manager, and Appletalk networks. Plan, develop, and serve as a troubleshooter for campus-wide Microsoft Lan Manager Network including installation of 45 new clients to existing network. Perform hardware and software updates, virus detection and removal, and scanning services. Train and tutor individual users.

ALL POINTS AUTO PARTS, Hastings, FL, June 2000 - August 2006

ASSISTANT SALES MANAGER / COMPUTER CONSULTANT

Oversaw computer operated sales and inventory control system. Trained and supervised new employees in computer skills, technical knowledge, billing procedures and customer service. Supervised and managed store during evening and weekend hours. Developed and implemented accounting and database system for central office in consultation with owner.

INTERESTS

Electronics, Automotive Mechanics, Sailing, and Small Business Activities

REFERENCES

Available upon request.