

INFORMATICS RESUME

Address City, State Zip Phone Number Email

OBJECTIVE:

Seeking a challenging position integrating systems and technology to improve efficiency and profitability in the communications industry.

SUMMARY:

Analytical and focused systems professional specializing in **networking, database administration and systems analysis. Two years experience in troubleshooting** and planning **systems and network enhancements.** Key **communication skills** using technology, in-person contacts and customer service approaches to clients. **Bachelor of Arts Degree** in Informatics with **certifications in Microsoft Applications.**

SKILLS

- Knowledge in the working principles of Microcomputer Organization, WAN and LAN, Database Application and Visual Basic.
- Four years work experience in the communications industry utilizing cellular phone technology.
- Excellent academic record of achievement with a GPA of 3.4.
- Capable of working efficiently either in team or individual projects.
- Computer skills including SQL, Hardware Installation, IBM PC workstation and server, automation of forecasting models & user training.

WORK

EXPERIENCE:

INTERNSHIP, Caterpillar Inc., Fountain Inn, SC, 01-05 to 07-05
Researched, planned and worked with a team of seven to install RFID System in large manufacturing plant. Interacted daily with users to explain system and resolve routine problems.

Best Buy, Inc., Greenville, SC, Electronics Technician, 1-01 to 12-04

- Solved technical problems with returned communication devices.
- Interacted with customers, management and other staff to increase sales.

Result: Earned reputation for quickly resolving technical problems with equipment and communication devices.

Bi-Lo Inc., Greer, SC, Cashier, Bagger, Assistant Manager, 5-99 to 12-02

- Scheduled staff and assured daily work schedules were followed.
- Provided friendly customer service to a variety of patrons.

Result: Learned valuable customer pleasing techniques.

EDUCATION: The University of South Carolina, Upstate, Bachelor of Arts Degree in Informatics with a Concentration in Communication, May 2005, GPA 3.6.

