**BullMIS Dog**

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**SUMMARY**

**Business Administration major** with a **concentration in MIS** seeking an internship

* **Familiar** with **HTML**, **Relational Databases**, **Microsoft Office Suite, PowerPoint, Access** and **Alice 2.0**
* Proficient with **iOS, Smartphones, Tablets, PCs** and **Mac** products
* Able to **execute projects** in accordance with policies, procedures and regulations

**EDUCATION**

Alabama Agricultural & Mechanical University (AAMU) Normal, AL

**B.S., Business Administration | Concentration: MIS** May 20xx

**GPA: 3.3/4.0**

**Honors/Awards:** Honor Roll, Spring 2016 – Present • Dean’s List, Fall 2016 – Present

**Related Courses:**Principles of Management Information Systems • Object Oriented Programming • Electronic Commerce

**CLASS PROJECTS | EXPERENTIAL LEARNING**

**Microsoft Access Project**

Used Microsoft Access to complete eight projects: Created, queried and maintained a database; created forms and reports; integrated Access with other programs, and created macros.

**E-Commerce Project | HTML**

Completed extensive planning and then used HTML to build a 6-page working website with hyper-links for a mock company. Incorporated audio and videos throughout the site for interactivity though social media and JavaScript.

**WORK EXPERIENCE**

**AAMU IT Department | Student Worker** Aug. 20xx – Present

* Upload Microsoft Office Suite software onto new computers
* Assist students and staff with troubleshooting and resolving computer issues; escalate when needed
* Track inventory of 300 computers via an Excel spreadsheet; notify management if discrepancies are found

**TechIT | Tech Team Member**, Huntsville, AL May 20xx – October 20xx

* Verified purchase orders that arrived with shipments from warehouse
* Contributed to sales by assisting customers and demonstrating how products met customers’ needs
* Contributed to a positive store experience by assisting management in other areas as needed