**MIS SKIL**

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**SUMMARY**

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

* **Proficient** with **HTML**, **Relational Databases**, **Microsoft Office Suite, PowerPoint** and **Access** and **Alice 2.0**
* Experienced with **iOS, Smartphone, Tablet, PC** and **Mac**
* Able to resolve issues by **listening** and **assimilating information** from a variety of sources

**EDUCATION**

Alabama Agricultural & Mechanical University Normal, AL

**B.S., Business Administration | Concentration: Management Information Systems** May 20xx

**GPA: 3.1/4.0**

**Honors/Awards:** Honor Roll, Spring 20xx – Present • Dean’s List, Fall 20xx – Present

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

**INTERNSHIP EXPERIENCE**

**XYZM Corp. | Data Analyst,** Huntsville, AL Oct. 201x – Present

* Create Google Docs sign-in sheets and surveys to streamline the data collection process
* Analyze and chart data via Pivot Tables to show trends and seasonality
* Listen attentively to internal clients to ensure that projects meet their needs in the first attempt
* Merged 5,000 records from multiple Excel files into a single spreadsheet; purged duplicates, sorted records and captured ten years of data into tables and charts

**CLASS PROJECTS | EXPERENTIAL LEARNING**

**E-Commerce Project | HTML**

Used HTML to build a website for a mock company that contained 4-8 pages with hyper-links. Site was developed after completing extensive planning and organizing web content. Incorporated audio and videos throughout the website for interactivity though social media and JavaScript.

**Relational Database | Microsoft Access**

Developed an idea for a database problem and used **Microsoft Access** to solve the problem by constructing a fully-functioning database complete with actual records, forms, reports and queries. Database requirements included a minimum of four, related tables; a minimum of 50 records; at least 12 queries; switchboard with graphics and submenus; at least two customized reports; password protection; a Quick User’s Manual; the presence of a main form, sub form, calculated field and identified new concept. Complexity, appearance and neatness, layout and organization were assessed by professor.

**Object Oriented Programming | Alice 2.0**

Applied basic knowledge of Alice 2.0 software, and fundamental concepts of computer programming and algorithm development, to build object-oriented worlds employing user-defined methods, routines and events. Project requirements included logical structure algorithms, branching commands, looping commands and interactive user controls.