**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, 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**

**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. 20xx – Present

* Create Google Docs sign-in sheets and surveys to streamline the data collection process
* Run queries to capture data; analyze and chart data to show trends and seasonality
* Listen attentively to data users to ensure that projects meet their needs on the first attempt
* Merge 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 Spring 20xx**

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.

**Object Oriented Programming | Alice 2.0 Spring 20xx**

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.

**Membership and Leadership:**

Vice President, MIS Club | Fall 20xx to Present

Member, Logistics & Supply Chain Club | Fall 20xx to Spring 20xx