**BullMIS Dog**

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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**
* **Clear communicator** with ability to **tailor communication and style** to effectively **transfer knowledge**
* Able to **execute projects** in accordance with regulations, policies and procedures

**EDUCATION**

Alabama Agricultural & Mechanical University (AAMU) Normal, AL

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

**GPA: 3.1/4.0**

**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 projects including the creation and maintenance of a database; querying a database; creating forms and reports; integrating Access with other programs. and creating macros.

**E-Commerce Project | HTML**

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

**WORK EXPERIENCE**

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

* Upload Microsoft Office Suite software onto all new computers
* Assist students and staff with troubleshooting and resolving computer issues; escalate when needed
* Track inventory via an Excel spreadsheet; notify management when 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 store and product knowledge
* Contributed to a positive store experience by assisting store management in other areas as needed