

## NAME

Street Address ◻ City, ST Zip ◻ Phone ◻ Email

### EDUCATION

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**St. John Fisher College**, Rochester, NY  
**Bachelor of Science in Applied Information Technology** Anticipated May 2015  
Discipline in **Mathematics**  
GPA: 3.5/4.0  
Founder's Scholarship recipient

**Monroe Community College**, Rochester, NY  
**Associate of Science in Computer Information Systems** May 2013  
GPA: 3.1/4.0

### COMPUTER AND TECHNICAL SKILLS

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#### **Programs/Software:**

C++, Java, Visual Basic, C, Lisp, Macromedia Flash, SQL, BPCS software (AS400 mainframe),  
Dreamweaver, FrontPage, Fireworks, HTML

#### **Microsoft Modules:**

Access, Word, Power Point, Excel, Outlook

Proficient in the use of Windows and UNIX operating systems.

### RELATED COURSES

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Programming with Visual Basic  
Foundations of Information Technology  
Elementary Discrete Math  
Economics of Social Choice

### RELATED EXPERIENCE

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**Self Employed**, Henrietta, NY Fall 2012-Present

#### **Web Designer**

- Assist community members with website design for business and personal sites
- Collaborate with client to create a functional website that both is informative, aesthetically pleasing and reflective of particular business niche
- Ensure that created websites comply with all Americans with Disabilities Act regulations

### EMPLOYMENT

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**Wegmans Food Markets**, Rochester, NY January 2011-Present

#### **Grocery Department Customer Service**

- Provide professional and efficient customer service at all times in a busy, popular food store
- Supervise evening shift and closing activities including managing inventory
- Train new grocery department employees in customer service and hygiene/safety regulations

# NAME

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## EDUCATION

**St. John Fisher College**, Rochester, NY

Anticipated May 2015

Bachelor of Arts in Mathematics

Minor: Computer Science

GPA: 3.6/4.0; Dean's List five out of six semesters

Academic & Leadership Award, Spring 2014

## COMPUTER

Microsoft Office Suite, HTML, CGI scripting, Listserv Management, Adobe Photoshop, AppleScript, database programming, Linux/UNIX

## RELATED EXPERIENCE

**Label World**, Rochester, NY

Fall 2013-Present

*Special Project Intern*

- Manage digital label printing equipment which includes monitoring labels for discrepancies or faults to ensure quality end product
- Analyze C&A (Corrective Action) statistics on weekly basis to find common causes of mistakes and reported results at weekly C&A meeting
- Assist computer technician with updating and troubleshooting company computers

**M&T Bank**, Rochester, NY

Spring 2014

*Analyst Intern*

- Performed research and analysis on bank loan policies, interpreting results
- Presented written technical reports and memos including interpretation and summary results of analysis to supervisor

**St. John Fisher College**, Rochester, NY

Spring 2013

*Teaching Assistant, Calculus I*

- Held regular office hours for individual tutoring appointments; corrected weekly quizzes and monthly exams and assisted Mathematics faculty as needed

## LEADERSHIP EXPERIENCE

**St. John Fisher College Math Club**, Rochester, NY

2011- Present

*President*, (2013-Present), *Member* (2011-Present)

- Prepare meeting agendas, secure meeting venue and lead bi-weekly math club meetings; source appropriate speakers and alumni contacts for presentations
- Promote involvement in math club by attending involvement fairs on campus, and brainstorm campus events during April's "Math Awareness Month"
- Delegate event planning responsibilities to math club members

**St. John Fisher College**, Rochester, NY

2012-Present

*Residential Advisor*

- Provide student support including community building, programming, policy enforcement, conflict resolution/mediation for a residence hall of up to 68 students
- Mentor and identify appropriate resources for students from diverse backgrounds and ages in developing their skills to manage college life

## Name

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- Education** ST. JOHN FISHER COLLEGE, Rochester, NY May 2014  
**Bachelor of Science in Computer Science**  
Presidential Scholarship recipient
- Computer Skills** C++, Java, Visual Basic, C, Lisp, Macromedia Flash, SQL, BPCS software (AS400 mainframe), Dreamweaver, Fireworks, HTML; Proficient in the use of Windows and UNIX operating systems.
- Related Experience** ST. JOHN FISHER COLLEGE, Rochester, NY Fall 2012-Present  
**Help Desk Assistant for the Office of Information Technology**
- Assist Fisher campus faculty, staff, students and colleagues in all areas of computer usage.
  - Schedule appointments for and manage new computer setups and upgrades for faculty and administrative offices.
  - Utilize strong communication and problem-solving skills, handling clients with computer frustrations tactfully and efficiently.
  - Participated in installation of new computer lab in Cyber Café.
- GREEN HUNTER VINEYARD, Seneca Falls, NY Spring 2013  
**Computer Intern**
- Conducted online research and supplier evaluations for quality improvements and cost savings.
  - Performed trouble shooting on employee computers as well as individualized training and support.
  - Automated numerous functions saving company time and energy.
- Employment** HIGH FALLS BREWING COMPANY, LLC, Rochester, NY Fall 2010–Spring 2013  
**Warehouse Communications Assistant** (Spring 2012- Spring 2013)
- Suggested and developed excel spreadsheets to automate and facilitate day-to-day communication and collaboration between shipping and other departments.
  - Created and conducted surveys to ascertain key areas of communication needs, relaying results to management.
- Warehouse Assistant** (Fall 2010- Spring 2012)
- Oversaw inventory for shipping department
  - Checked orders and kept records of productivity statistics
  - Submitted reports on shipping log and mistakes made
- WEGMANS FOOD MARKETS, Rochester, NY Spring 2008-Fall 2010  
**Produce Department**
- Provided excellent customer service at all times in upscale, fast paced environment.
  - Trained new produce department employees on proper procedures and safety practices.
- Activities** PENFIELD SOCCER LEAGUE, **Coach**  
HABITAT HOUSE FOR HUMANITY, **Volunteer**