

# James Alley

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## OBJECTIVE

Internship in the field of Management Information Systems

## RELEVANT SKILLS

### Software

- *Operating Systems:* Windows XP, Windows Vista, Mac OS
- *Programming Languages:* Microsoft Visual Basic, Java, Basic SQL
- *Internet/Web Software:* HTML
- *Application Software:* Microsoft Office, Adobe Photoshop, Microsoft Publisher

### Support

- Obtained certification through Lenovo/IBM to maintain computer equipment without voiding the manufacturer's warranty
- Capable of building a computer or laptop from the ground up using parts and equipment such as a motherboard, processor, disk drives, and memory
- Proficient at installing and troubleshooting various operating systems and programs
- Experienced in troubleshooting computer networks and hardware components
- Capable of in-depth Website analysis and maintenance

### Organizational/Communication

- Finished all repair work on time
- Prepared weekly inventory reports and daily progress reports regarding all computer and network related maintenance
- Implemented new procedures for computer/network repair and setup throughout the district, which consisted of over 14 individual school complexes citywide
- Provided support to hundreds of faculty and administration members directly
- Received numerous performance awards including Outstanding Senior Student Worker as voted for by faculty, staff, and administration

## EDUCATION

University of Oklahoma - Norman, OK

### BBA in Management Information Systems

Graduation Date: May 20XX GPA: 3.25

## EXPERIENCE

### Computer Network Technician

Muskogee Public Schools - Muskogee, OK    May 20XX-August 20XX

- Worked directly with the administration on all matters involving computer/network maintenance, upgrade, and repair for the entire school district
- Worked each summer and during breaks in the regular school year

## EXTRACURRICULAR ACTIVITIES

- Vice-President of Vocational Industrial Clubs of America
- Dean's Honor Roll, 3 years