

Betty Business

123 Road XYZ
Hays, KS 67601

785-555-5555
business@scatcat.fhsu.edu

EDUCATION

BBA in Management Information Systems, December 2016
Fort Hays State University, Hays, KS
GPA 3.2 on a 4.0 scale

QUALIFICATIONS

- MySQL, PGP, Microsoft Visual Studio.Net, COBOL, RPG, shell programming, information security
- Microsoft Windows, Mac OS, Linux, Open BSD
- Leadership, problem solving, time management and teamwork skills

INTERNSHIP

Web Application Intern, May 2016-Present
Hays Medical Center, Hays, KS

- Create database drive web applications using PHP and MySQL
- Interface with AS/400 system
- Maintain Linux, OpenBSD, and Windows servers
- Communicate with employees regarding technology concerns

WORK EXPERIENCE

Resident Advisor, August 2014-May 2016
Fort Hays State University, Hays, KS

- Responsible for the academic, social, and mental needs of 70 residents
- Actively maintained contact and relationships with residents

Weekend Assistant Manager, May 2015-December 2014
Dairy Queen, Hays, KS

- Opened store for shift managers and other employees
- Made deposits, counted drawers, and supervised employees

COMMUNITY SERVICE/VOLUNTEER EXPERIENCE

- Toys For Tots
- Up Til' Dawn: St. Jude's Research Hospital
- Tigers in Service

REFERENCES

Available upon request

Tony Tiger

600 Park St.
Hays, KS 67601

(785) 555-5555
tiger@scatcat.fhsu.edu

OBJECTIVE

To obtain an internship or entry position in a computer information systems related position

EDUCATION

Bachelor of Business Administration in Management Information Systems, May 2017

Fort Hays State University, Hays, KS

GPA: 3.75 on 4.0 scale

Financed 100% of college expenses through savings and work

QUALIFICATIONS

- Knowledgeable in the Windows operating system, COBOL, C++, Java ++, Microsoft Access, Excel and Word, Adobe Photoshop
- Problem solving, teamwork, communication, and time management skills

RELEVANT COURSEWORK

Systems Design and Analysis

Visual Basic Programming

Data Base Management

Managerial Accounting

Object Oriented Development I, II

Financial Accounting

WORK EXPERIENCE

Grill Cook, August 2015- Present

Golden Q, Hays, KS

- Short order cook, prepare banquets, wash dishes, etc.

Stage Crew, Summers 2014-2015

Theatre Department, Fort Hays State University, Hays, KS

- Built sets and props for theatre productions

Assistant to Manager, April 2013-September 2014

Lock's Electric, Hays, KS

- Repaired appliances, delivered appliances, etc.

COMMUNITY SERVICE/VOLUNTEER EXPERIENCE

Special Olympics

Tiger Friends and Family Day

American Red Cross

REFERENCES

Available upon request