

LORA A. STUDENT

xxx@syr.edu

100 Brown Street
Brooklyn, NY 11209
(718) 238-0000

100 Harrison St., Apt. #2
Syracuse, NY 13210
(315) 423-0000

OBJECTIVE

A challenging position in information management and technology which utilizes my strong communication, organizational and technical skills.

EDUCATION

Syracuse University, School of Information Studies, Syracuse, NY
Bachelor of Science in Information Management and Technology, May 2000
Minor: Biology
Major GPA 3.6; Overall GPA 3.094
Dean's List Spring Semester 1999

COMPUTER SKILLS

Internet, Windows 3.x/9X, Microsoft Access, Excel, PowerPoint, Word, Adobe PageMaker, Pascal, Delphi

RELATED COURSEWORK

- + **Applications of Information Systems** – types, organization, management, database management
- + **Systems Analysis** – systems development life cycle, CASE tools, modeling concepts, data flow diagrams
- + **Networking** – protocols, topologies, OSI Model, TCP/IP, LANs, MANs, WANs, devices, data transmission
- + **Telecommunications Regulations** – local/long distance, wireless, cable TV, satellites, Internet issues
- + **Information Retrieval Skills** – Dialog, Data Star, Lexis Nexis, search strategy, indexing, file structure
- + **Information Policy** – encryption, computer crime, piracy, intellectual property, copyright, E-commerce
- + **Internet Design** – HTML, UNIX, Telnet, FTP, PERL, Java, JavaScript, relational databases

RELATED EXPERIENCE

Summer Intern, KeySpan Energy, Hewlett, NY Summer 1999
Planned and designed a database (Microsoft Access) to maintain employee records for implementation by Electric Design & Construction Department of KeySpan Energy

Projects:

- + Semester long individual project creating a website for a business (completion by 12/99)
- + Team presentation about the Intranet and its value to the corporate world (April 1999)
- + A proposal to secure hardware and software to implement an information system for a small business (comp.12/99)
- + Individual project modeling an organizational process using specified modeling techniques (completion by 12/99)
- + Team project analyzing a business process using specific information modeling techniques (completion 12/99)

EMPLOYMENT

Demonstrated and strengthened my communication, interpersonal and organizational skills, and exhibited responsibility, adaptability and perseverance across these temporary jobs (full details upon request):

- + **Snack Bar Associate**, Syracuse University Food Services (Syracuse, NY) August 1997-May 1999
- + **Sales Associate**, Genovese Inc. (Brooklyn, NY) Summer 1998
- + **Head Camp Counselor**, World of Discovery Day Camp (Brooklyn, NY) Summer 1998
- + **Camp Counselor**, Poly Preparatory Country Day School (Brooklyn, NY) Summer 1996, 1997
- + **Circulation Desk Attendant**, Barclay Law Library (Syracuse University) August 1996-May 1997
- + **Junior Camp Counselor**, Good Shepherd Lutheran Church (Brooklyn, NY) Summer 1995

INTERESTS/ACTIVITIES

Alpha Xi Delta National Sorority – Marshal (responsible for maintaining order at meetings) 1997-present
Volunteer at Lutheran Medical Center Emergency Room Summer 1998

