

ALEXANDRA B. MAYNARD

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OBJECTIVE: A Help Desk Technician position with Unisys Corporation.**EDUCATION:** **Bachelor of Science, Management Information Systems** May 2003Minors: **Webmaster, Business Administration**

Gannon University, Erie, PA

GPA major: 4.0 GPA overall: 3.96

<p>This format also works well for Engineering and Computer Science majors!</p>

TECHNICAL COURSE WORK:

Visual C Programming

Data Structures & Algorithm Design

Visual Basic Programming

COBOL Programming

Advanced COBOL Programming

Systems Analysis & Design

Networking

Database Programming

Pascal Programming

Assembler Programming

TECHNICAL SKILLS:**Software:** Microsoft Windows 95-XP, Excel, Word, PowerPoint, Access, Adobe Photo Shop, Print Artist, and Dreamweaver**Hardware:** VAX/VMS, VAX/UNIX, and IBM PC/XT**Languages:** C++, Java, Java Script, FORTRAN, BASIC, COBAL, and Pascal**RELATED EXPERIENCE:**General Electric Transportation Systems

Erie, PA

Internet Project Specialist

May 2001 – Present

- Design navigation system for new Internet site
- Analyze business operations to identify pertinent commercial information
- Identify website content owners and define their responsibilities
- Work with web development company to create website, www.g.com
- Manage project plan and timeline to meet corporate deadlines
- Meet with business leaders to analyze project plan and progress
- Use Six Sigma quality tools to identify and meet customer requirements
- Contribute articles to the internal newsletter

Fluid Engineering

Erie, PA

Management Information Systems Co-op

January – July 2000

- Created Access databases for Engineering and Sales departments
- Added queries and reports to existing databases to meet changing user needs
- Directed the on-site network installation project in conjunction with a local computer company
- Coordinated the installation and implementation of newly purchased MRP software
- Taught employees how to use software/hardware products and tools
- Assisted with general computer problems or questions
- Performed Internet research to locate potential customers

Database Manager

Erie and Edinboro, PA

Bello's Shur-Fine

August 1998 – June 2000

- Coordinated Point-of-Sale (POS) computer system
- Programmed weekly sales for ads
- Maintained and updated vendor files, weekly reports, and product information
- Taught office managers how to use POS system

HONORS:

Dean's List eight semesters

President's List Award for academic excellence

Nominated for General Electric Student Intern Contribution Award

COLLEGE ACTIVITIES:**Gannon Computer Association****Treasurer, 2000-2001**

Member since 1999

REFERENCES:

Available upon request.