

agencies.

- Review files, records, and other documents to obtain information to respond to requests.
- Answer telephones, directed calls, and took messages.
- Compiled, copied, sorted, and filed records of office activities, business transactions, and other activities.
- Operated office machines, including photocopiers, scanners, facsimile machines, voice mail systems, and personal computers.
- Maintained and updated filing, inventory, mailing, and database systems, both manually and using a computer

April 2001-Sept 2005

Super 8 Motel

Guest Relations

- Provided superior customer service
- Performed daily audit of accounts.

EDUCATION

1996-1998	Cisco Junior College	Abilene, Texas
	<ul style="list-style-type: none">• A.S., Applied Science	
1998-2001	Hardin Simmons University	Abilene, Texas
	<ul style="list-style-type: none">• B.B.S., History• Minor Computer Science	
2001-Present	Graduate School	
	Tarleton State University	Stephenville, Texas
	<ul style="list-style-type: none">• M.S., Management Information Systems	2006
	West Texas A&M University	Canyon, Texas
	<ul style="list-style-type: none">• M.Ed., Instructional Technology	2008
	Midwestern State University	Wichita Falls, Texas

COMPUTER SKILLS

Languages

- C+, Java, JavaScript, ActionScript, SQL, Visual Basic, ASP, PHP, CSS, HTML, XHTML

Networking

- CISCO Networking Academy

Hardware

- Strong knowledge of computer hardware
- Troubleshooting

Software

- Database: Microsoft Access and Oracle
- Microsoft Office-All Versions
- Multimedia: Adobe Photoshop, Premiere, Illustrator, Captivate, Dreamweaver 8, Flash 8, Fireworks, Indesign, 3DS Max
- Platforms: Microsoft Windows® 2000, Microsoft Windows XP