

# John J. Smith

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## Present Address

120 Jaguar Way  
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## Permanent Address

15 Woodward Way  
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## OBJECTIVE

To obtain a career in the Information Technology field that utilizes my computer knowledge in a dynamic team environment.

## EDUCATION

Augusta State University

*Bachelor of Science in Computer Science*

- Financed 70% of college expenses through summer jobs and HOPE Scholarship

Augusta, GA  
Expected May 2008

## COMPUTER SKILLS

- **Languages:** Visual Basic 6.0, SQL
- **Graphics:** PowerPoint, Photoshop
- **Operating Systems:** Windows 3.x, 95, 98, 2000, NT, UNIX
- **Database:** Access
- **Software:** Microsoft Excel, FrontPage, Word, and Major Internet Browsers

## RELATED EXPERIENCE

**Financial Network Services, Pty Ltd**

*Unix Co-Op*

- Operated Unix Hp/Ux 10.20 in the transferring of files between development and testing regions
- Configured notebooks and installed multilingual software for overseas consultants
- Created user accounts and set permissions and passwords with UNIX - SCO
- Performed hardware maintenance, technical support, and software research

Augusta, GA  
June 2007 – August 2007

## ADDITIONAL EXPERIENCE

**Delta Chi**, Augusta State University

*Risk Manager*

- Regulate and ensure the compliance of campus and chapter safety rules and regulations
- Handle regulation violations and distributed appropriate sanctions
- Coordinate educational programs to proactively avoid possible risks

Augusta, GA  
September 2006 –present

*Treasurer*

- Managed comprehensive budget of \$58,000 and allocated funds as needed
- Handled all transactions and purchases and ensured proper account balances

September 2005-May 2005

**Shepard Construction, Inc.**

*Lead Foreman*

- Served as the lead foreman for a 14 apartment, half-million dollar renovation
- Worked within a team of five to plan project phases and schedule subcontractors
- Maintained and updated job applications with MS Office 97 and Quicken

Augusta, GA  
Summers 2003–2005

**Self - employed Lawn Service**

*Lawn Maintenance*

- Established and retained customer base in local neighborhoods
- Gained experience establishing a small business

Augusta, GA  
Summers 2003–2006

## HONORS/ACTIVITIES

- National Society for Collegiate Scholar (Top 7% of Class); HOPE Scholarship Recipient; Order of Omega, Greek Honor Fraternity (Top 2% of Greek Chapters); Dean's List; Presidential Scholar
- Society for Management Information Systems, *Committee Member*; Intramural football and softball