

JOHN JONES

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OBJECTIVE Applications programmer with opportunities to advance into systems analysis

EDUCATION **State University College at Buffalo**, New York
Bachelor of Science in Computer Information Systems 12/XX
G.P.A.: 3.5/4.0

Erie Community College, Williamsville, New York
Associate in Applied Science in Data Processing 5/XX
G.P.A.: 3.3/4.0

TECHNICAL SKILLS

Operating Systems:
Windows 95/98 Windows NT Server MS Dos
Windows NT UNIX Windows 3.1

Programming Languages:
HTML Java/JavaScript SQL
C++ COBOL Progress

Software:
MS Access MS Frontpage MS Word
MS Excel MS Outlook Hot Dog Pro 5.0
MS PowerPoint Netscape Composer Oracle

RELATED EXPERIENCE **Harper International**, Lancaster, New York 5/XX - present
Jr. Systems Administrator

- Troubleshoot problems with hardware and software on user's machines.
- Perform maintenance work on NT and Exchange servers.
- Set up NT permissions for users and directories on an NT server.
- Field user inquiries generated from various vendor software packages.
- Load operating systems and vendor software packages on user workstations.
- Represent MIS department at weekly meeting regarding the development and implementation of a new corporate web site.

ADDITIONAL WORK EXPERIENCE **Target**, Buffalo, New York 4/XX - 5/XX
Customer Service Representative

The Finish Line, Blasdell, New York 8/XX - 9/XX
Sales Associate

ORGANIZATIONS Information Processors Association, member 9/XX-present

REFERENCES Furnished upon request.