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SUMMARY

Emerging IT professional building a blend of technical and project-management skills, including:

- Technology: MySQL, Microsoft Visual Studio, IBM Rational Software Modeler, Drupal, Microsoft Access, Microsoft Project
- IT Techniques: Systems Development Lifecycle (SDLC), Agile Development, Entity-relationship Modeling, Project Management

EDUCATION

B.S., Business Administration, Management Information Systems (MIS)

12/20XX

San Jose State University, San Jose, CA

GPA: 3.69

RELATED COURSEWORK: Systems Analysis and Design, Business Strategy and Information Systems, Fundamentals of Operations Management

PROJECTS

Intranet Design and Implementation (Sbona Honors Project), SJSU

Fall 20XX

- Collaborated with a cross-functional team of business students to create an intranet system for a local museum that leveraged and integrated with existing tools
- Gathered requirements and explored best practices to create a system mock up
- Executed user testing and documented training and maintenance procedures
- Followed typical project management methods with the creation of a charter, assessment plan, work breakdown structure and schedule
- Project concluded with successful pilot deployment of intranet to three departments

Systems Analysis Case Study, SJSU

dates worked on

- Redesigned data entry system for a hypothetical manufacturing corporation
- Employed systems analysis tools, including workflow mapping, unified modeling language (UML), and sequence modeling, to uncover and report on opportunities to increase system accuracy and efficiency

RELATED EXPERIENCE

Delivery Orientation Specialist, Tesla Motors, Fremont, CA

5/XX – Present

- Conduct vehicle orientations and group tours of Tesla's Fremont factory
- Tailor education experiences to the needs of customers on their first day of ownership
- Ensure completeness and correctness of customer contracts and DMV documents

Web Development Support Intern, NASA Ames Research Center, San Jose, CA

5/XX - 8/XX

- Served as project lead and developer in an effort to update the web pages of the Engineering Directorate staff
- Consulted with staff to gather requirements for each department's web page
- Designed pages with focus on functionality and user engagement, producing over 50 new web pages
- Wrote, enhanced, and posted informative content for industry conferences and presentations

ACTIVITIES (optional)

Member, Management Information Systems Association, SJSU

9/XX - Present