

Jane Skillful
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Information Systems Technology

Offering eight years of progressive experience working in multiple aspects of Information Systems Technology; proficient in data analysis, data processing and data extraction; communicate proficiently with people from diverse backgrounds and professional levels; demonstrated ability to interpret end-user requirements and programming issues, and explain/offer resolution in simple terminology; analytical with sound problem solving attributes; qualified and experienced in developing mathematics educational programs and facilitating various individual learning levels; trained in various areas of MS-Applications, Software Engineering, Design, Networking, Internet, Server, and Programming technologies

Education

Pursuing graduate studies in Software Systems Engineering, *Mercer University, Macon, GA*
Pursuing Computer Information Systems, *Central Georgia Technical College, Macon, GA*
Master of Science, Middle Grades Education, *Fort Valley State College, Fort Valley, GA*
Bachelor of Science, Computer Science, *Fort Valley State College, Fort Valley, GA*
Bachelor of Science, Mathematics, *Fort Valley State College, Fort Valley, GA*

Specialized Training & Certifications

Microsoft Certified Systems Engineer
Microsoft Certified Professional + Internet
Graduate Certificate in Object Oriented Design and Analysis
Graduate Certificate in Java Design

Company ILP Training

Beginning Visual Basic
Life Cycle Management
Configuration Management Certification Courses

Computer Skills

Hardware: CYBER 740/860, IBM PC & Compatibles, CDC7600, CRAY, Tandem K2000, and HP9000
Software: MS-Office 97 Professional (Word, Excel, PowerPoint and Access), Cbuilder, Java and SDK
Languages: Fortran, Pascal, Visual Basic, C++, and JAVA
O/S: NOS, UNIX, DOS, REMIS (Reliability and Maintainability Information System), Windows 95, 98, and Windows NT

Experience - Employment History

- Program Analyst**, Computer, INC. (Contractor), Robins AFB, GA **2000 - 2001**
- Provide support to the program management efforts as a Member of the Logistics Analysis Supportability Assessment Resource Team; perform data analysis, database building, and processing in support of DOD operations
 - Extract data from legacy systems, REMIS and WSMIS (Department of Defense operating systems) into MS-Excel and Access to provide data analysis charts; incorporate effective analytical, data analysis and computer skills to generate helpful programming data for management review
 - Maintain open lines of communication throughout the organization by communicating with item managers, program managers, civilian personnel, and other contractors
- Program Analyst**, Computer, INC. (Contractor), Robins AFB, GA **1997 - 2000**
- Provide support to the program management efforts as a Member of the Reliability and Maintainability Analysis Team; perform data analysis, database building, and processing in support of DOD operations
 - Maintain time compliance technical orders for the C-130 Support Program Office and other data from an overseas Depot Facility in Malaysia ; extract data from legacy systems, REMIS and WSMIS (Department of Defense operating systems) into MS-Excel and Access to provide data analysis charts
 - Incorporate effective analytical, data analysis and computer skills to generate helpful programming data for management review; maintain open lines of communication throughout the organization
- Teacher**, Preparatory School, Forsyth, GA **1996 - 1997**
- Developed and presented curriculum to students attending a college preparatory high school
- Graduate Assistant**, State College, Fort Valley, GA **1995 - 1996**
- Assisted in developmental studies in the mathematics lab by performing administrative support and tutorial assistance
- Mathematics Teacher/Accounting Clerk**, Christian Academy, Atlanta, GA **1993- 1995**
- Collected payments for tuition and track PEACH cases; compiled monthly tuition reports and maintained all daily general ledger transactions; taught mathematics using the ABEKA curriculum to Middle Grades (6-8) students; developed lesson plans and helped implement a positive Christian environment
- Adult Literacy Instructor**, Technical College, Atlanta, GA **1993**
- Developed individual learning plans for students and provided general assistance in the GED Workshop; administered the Practice GED Test and set up and supervised the Computerized Aided Instruction Lab
- Data/Computer Analyst**, Services Corporation, Vandenberg AFB, CA **1987 - 1992**
- Performed junior and primary analyst functions on the production of data items per user request, production of raw data products, requiring extraction of data from other source records; updated databases and made sound decisions concerning validity of data; set up perimeters to perform corrections and tract corrected data; utilized knowledge of RDL (Report Defined Language) to generate reports; applied DDL (Data Definition Language) to set up database files using REPROC (Report Definition Language – RDL), for report procedures and INPROC, input module procedures; developed input module for Titan II raw data tapes
- Instructor of Developmental Studies**, State College, Fort Valley, GA **1986 - 1987**
- Taught mathematics to incoming freshman scoring low on the Scholastic Aptitude Test and the Basic Skills Examination; assisted students in the computer lab in various software and system application usage

References available upon request

