

## INFORMATION TECHNOLOGY INTERN

### Professional Profile

To obtain a full time in the Entry Level Information Technology Management field where I can utilize my education to contribute to company's operations and learning opportunities where I can maximize my skills, and advanced training development.

### Qualifications

Microsoft Word, Power Point, and Excel

### Experience

10/2014 to 05/2015

Company Name 1/4 City , State

- Provided assistance to students with weak study areas.
- Analyzed students in acquiring better understanding of specific weak areas within American Sign Language (ASL) courses.
- Contributed students to improve their ASL receptive and expressive skills.

06/2012 to 08/2012

Information Technology Intern Company Name 1/4 City

- Participated in human and technology interaction management with supervisor.
- Developed an interface between website and databases via Excel that allowed House of Representatives and Senators more effective and easier access to information.
- Completed several workshops and lectures about the history of the Library of Congress.

02/2012 to 08/2012

Media Student Assistant Company Name 1/4 City

- Set up and maintained the Computer Aided Real-Time translation (CART) system in classrooms and various locations around campus, when needed.
- Assisted staff, faculty and students on a daily basis with equipment repairs, customer service and technology problems.
- Verified that each classroom had the appropriate equipment and technology needed for success daily.

### Education

December 2016

Information and Technology Management American Sign Language Bloomsburg University of Pennsylvania 1/4 City , State Information and Technology Management American Sign Language 3.35

### Languages

Fluent in American Sign Language and English. Can navigate in multicultural situations.

### Skills

American Sign Language, Excellent communication, customer service, databases, English, access, Excel, Power Point, Microsoft Word, works, problem solving skills, Real-Time, repairs, supervisor, translation, website, workshops

### Additional Information

- Awards/Certificates: \*Dean's list above 3.50 GPA Spring 2016 \*Bloomsburg University Career Intensive Boot Camp Spring 2016  
Activities/Communities: \*Chi Alpha Epsilon Honor Society 2015 - 2016 \*Delta Alpha Pi Honor Society 2015 - 2016 \*Phi Sigma Pi National Honor Fraternity 2015 - 2016 \*Signify Club President 2015 - 2016 \*Delta Sigma Phi Fraternity Brother 2012