

Susan Student

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University Center, MI 48710
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OBJECTIVE

To utilize my excellent organizational, communication and teamwork skills in an entry level position with Knock, Inc.

EDUCATION

Bachelor of Science in Computer Science December 2002
Saginaw Valley State University, University Center, MI
Minor: **Accounting**
GPA: 3.55

RELEVANT EXPERIENCE

Network Support Intern June 2001 – Aug. 2001
Simon Architectural Design, Inc., Pinc kney, MI

- Assisted in maintaining a Microsoft NT network
- Contributed to the development of an intranet serving six remote sites.

WORK EXPERIENCE

Assistant Grounds Keeper Seasonal: 1999, 2000
Saginaw Country Club, Saginaw, MI

- Responsible for early morning course grooming
- Organized equipment and supplies
- Served as working -manager for three assistants

Fry Cook May 1998 – April 1999
McDonald's Restaurant, Bay City, MI

- Maintained excellent attendance record
- Effectively dealt with stressful situations in a team environment

COMPUTER SKILLS

Windows 95, 98, 2000, Microsoft NT, Unix; Virtual Basic, C++, Java, HTML;
MS Word, Excel, and PowerPoint; Corel Word Perfect; various email packages

ACTIVITIES

• **Volunteer**, Big Brothers/Big Sisters of Midland May 2001 - Present

REFERENCES

Available Upon Request