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OBJECTIVE:

Being able to use both my programming and other computer skills combined with superior communications skills toward fulfillment of personal and organization goals.

ABILITIES:

- **Programming**
- **Computer Operations**
- **System Design and Analysis**
- **Systems Used:** **Texas Instruments**
  IBM & Compatible PCs
  (Windows 98)
  Apple
- **Microsoft Office:** **Word**
  Excel
  Access
  FrontPage
  Internet Explorer
- **Webpage Design**
- **Data Processing**
- **Graphic Design**
- **Financial Reporting**
- **Audio/Video Production**
- **Electronic Schematics**
- **Architectural Design**
- **Voice Recognition**
- **Computer Programming in:**
- **Assembly Language**
- **Cobol**
- **Fortran**
- **Basic**
- **Pascal**
- **C++**
- **Visual Basic**
- **HTML**
- **JAVA**
- **XML**

Applications Used

- **Quicken Accounting Software (Accounting classes)**
- **HIAD (Financial Software I Designed)**
- **Flowchart Design Software**
- **Microsoft Office**
- **Word; Excel; Access; FrontPage; Explorer; Publisher**
- **Ulead Photo Impact**
- **Adobe Photoshop & Premier**
- **Final Cut Pro**
- **Flight Simulators**
- **Document Scanning Software**
- **CD Data Writing Software**
- **Electronic Schematic Simulator**
- **Document Capture and Letter Recognition Software**
- **Music Sampler Software**
- **Architectural Software**
- **Voice Recognition Software**

EDUCATION:

- **Bunker Hill Community College Charlestown, MA**

    Microcomputer Support Certificate Program

    JANUARY '98 THROUGH PRESENT

Topics in Algebra & Trigonometry	' 98
DC Circuit Theory / Lab	' 99
AC Circuit Theory / Lab	' 00
Digital Theory / Lab	' 00
Semiconductor Devices / Lab	' 01
Acting	' 02
Play Production Workshop	' 02
Improvisation	' 03
Play Production Workshop	' 03
Visual Basic	' 03
Acting II	' 03
Auditioning	' 03
PC Hardware	' 03
Elements of Video Production	' 04
Introduction to Networks	' 04
Real Estate Law	' 04
Video Field Production	' 04
Digital Video Post-production	' 04
Routers & Routing Basics	' 04
Multimedia Tools / Applications	' 05

Projects / Digital Video Production	**' 05**
Elementary Spanish I	**' 05**
Design For The World Wide Web	**' 05**
Two-Dimensional Design	**' 05**
Flash MX & Fireworks MX	**' 05**
Database Design / Management Concepts	**' 06**
Microsoft Access	**' 06**
HTML & Dreamweaver	**' 06**
DVD Authoring	**' 06**
SQL Programming	**' 06**

- ## Quincy Junior College
  ## Quincy, MA
  ### Associates of Science

  JANUARY '86 THROUGH JUNE ' 88

Precalculus	**' 86**
English Composition I	**' 86**
Calculus	**' 86**
General Physics I	**' 86**
Introduction to Computers	**' 86**
Programming Logic	**' 86**
Calculus II	**' 87**
English Composition II	**' 87**
COBOL I	**' 87**
FORTRAN Programming	**' 87**
BASIC Programming	**' 87**
Computer Operations I	**' 87**
COBOL II	**' 87**
System Design & Analysis	**' 87**
Advanced COBOL	**' 88**
Basic Typing	**' 88**
Database Management	**' 88**
General Physics II	**' 88**

SEPTEMBER '92 JUNE ' 95

Business Math	**' 92**
Advertising	**' 92**
Economics I	**' 92**
Accounting I	**' 92**
Economics II	**' 93**
Accounting II	**' 93**
Human Relations in Organizations	**' 94**
Cost Accounting I	**' 95**
Federal Taxation	**' 95**

- ## University of Massachusetts
  ## Amherst, MA
  ### Computer Science & Liberal Arts Courses

  SEPTEMBER '81 THROUGH DECEMBER '82

Introduction to Microeconomics	' 81
Precalculus Algebra, Functions, Graphs	' 81
Rhetoric of Language & Writing	' 81
Age, Sex & Kinship	' 81
Introduction Problem Solving w/ Computers	' 81
Analytical Geometry	' 82
Elements of Spanish I	' 82

- **Randolph High School**
  Randolph, MA
  Graduated

  High School Diploma

EXPERIENCE:

- **Bunker Hill Community College**
  E-College
  Charlestown, MA
  Work Study
  NOVEMBER '03 THROUGH PRESENT

Position Description: Recording media through the use of reproduction devices such as VCR and CD Burners. Evaluation and commendation of production quality and feedback. Packaging and mailings made to remote Internet virtual classrooms. Use of telecommunication instrumentation. Programming spreadsheet macros for updating student accountability database.

- **Larry's New Variety Store**
  Hyde Park, MA
  Assistant Manager

  JUNE '92 THROUGH DECEMBER 0

Position Description: Attendant to Customer Needs, Keeping of personal tabs, Price retrospection of 1000 products, Product ordering, Researching new vendors, Research & Development of HIAD store software application, Creating artistic marketing materials, Advocate of interpersonal strategies

- **Boston Financial Data Services Inc.**
  Quincy, MA
  Data Entry Seasonal

  MARCH '92 THROUGH MAY '92

Position Description: Tabulating stockholder proxies on mainframe computer, Submitting members' records to be edited. Error-checking securities tabulated accuracy

- **Friendly's Ice Cream Corp.**
  Medfield, MA
  Preparation Cook

  AUGUST '91 THROUGH JANUARY '92

Position Description: Attendant to customer needs, Organizing course ingredients to be served throughout day, Sanitization of establishment, Retrieval of customer utensils, Substituting for absent employees

- **Codex Corporation**
  Canton, MA
  Data Control Clerk II I/O Operator

  AUGUST '89 THROUGH OCTOBER '89

Position Description: Computer operation of large Siemens laser printers, Filing of electronic media tape, Sorting & distribution of programmer's documentation, Collating, Bursting, Setting up dot matrix payroll printer, Storing archive data

- **Tedeschi Food Shops**
  Scituate, MA
  Third Shift Cashier

  JULY '89 THROUGH AUGUST '89 &
  OCTOBER '89 THROUGH FEBRUARY '90

Position Description: Self-reliant circumspection of newly remodeled retail establishment, Implementation of newly created monetary accounting system, Attendant to customer needs, Sanitization of establishment, Stocking products

REFERENCES:

Furnished Upon Request