

DONITA SILVA
1247 Madison Road
Columbus, OH 43216
(614) 555-0100
dsilva@mail.com

OBJECTIVE

Information Systems Analyst I position in a financial environment requiring system design, programming, investigation, reporting skills

QUALIFICATIONS SUMMARY

- * Education in computer systems and in accounting practices
- * Proven interpersonal skills and team skills in a financial setting
- * Programming competence in COBOL, C++, Visual Basic
- * Practical experience in EDP accounting applications
- * Proficient in Excel, Word, Access, and Windows
- * Experienced in AS/400, PC, IBM OS/390, and Novell LAN operations

EDUCATION

Bachelor of Business Administration, Renton College, Columbus, OH, 2003
* Major: Computer Information Systems, *Minor: Internal Auditing

*Relevant Courses of Study: System Analysis and Design, Systems Development, Quantitative Analysis, Advanced Programming, Data Communications, Database Systems, Advanced Corporate Finance, Information Systems Auditing, Statistical Techniques

*Senior Internship: J. Kemp Marketing Associates
Installed a five-PC Novell LAN, three printers, and associated software (MS Office) for a small marketing services business. Assisted the consulting systems analyst in customizing proprietary statistical program for marketing research applications.

EXPERIENCE

Alexander & Swartz, Columbus, OH 9/02 to Present
Part-time Assistant Staff Auditor: Assist in audits of cash, accounts receivable, and accounts payable for midsized firms that use AS/400s. Interface with clients and write audit reports as member of the Business Services Assurance and Advisory team.

Micronomics Company, Columbus, OH 6/99-9/02
Part-time Programmer's Assistant: Designed, documented, coded, and tested COBOL program subroutines for order-entry system on Novell PC network. Achieved a 95 percent average program-accuracy rate on test runs. Cataloged and filed new programs and program patches for the company's software library.

Renton College, Columbus, OH 9/97-6/99
Computer Operator Aide: Using OS/390 system, copied files for backup. Verified accuracy of reports and scheduled print sequences. Recommended schedule changes that improved efficiency of backup by 28.5 percent.

ASSOCIATIONS

Information Technology Management Association, 1998 to Present
Columbus Computer Club, 1997 to Present

Online Resume