JULIA CHILD

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EDUCATION

University of Dubuque Dubuque, IA **Anticipated**
Bachelor of Science, *Computer Information Systems* December 20XX
Minor in Business
- GPA 3.29 / 4.00

Northeast Iowa Community College Peosta, IA May 20XX
Associate of Applied Sciences
- GPA 3.44 / 4.00

CAREER RELATED EXPERIENCE

Research Computer Assistant, University of Dubuque Dubuque, IA February 20XX-June 20XX
- Formatted research data into excel for Department of Natural and Applied Sciences
- Wrote programs into SAS in order to manipulate the data
- Educated faculty members of how to operate programs and data manipulation
- Utilized experience to assist with financing education and to enhance understanding of computer programming needs from a research standpoint

Computer Office Assistant*, *University of Dubuque Dubuque, IA October 20XX-Present
- Developed new student internship database for the academic department, currently being utilized by over 30 faculty members on campus
- Assisted students and faculty members with computer troubleshooting issues over the phone, via email, and in person
- Used downtime efficiently to update department's website, organize department, and follow up with supervisor for additional tasks

OTHER WORK EXPERIENCE

***Camp Counselor*, YMCA Baseball Camp** Dubuque, IA September 20XX- October 20XX
- Supervised and coached youth, ages 6 – 10 on the fundamentals of baseball
- Educated youth on the importance of safety, and good sportsmanship while playing a sport
- Organized end of summer tournament involving over 200 student participants

***Outreach Member*, AmeriCorps** Dubuque, IA December 20XX-May 20XX
- Went into the community to educate residents on healthy habits such as exercise and eating habits
- Designed flyers to engage neighborhood residents into thinking about serving as mentors for youth to develop healthy habits

CAMPUS & COMMUNITY INVOLVEMENT

Boys and Girls Club of Greater Dubuque Fall 20XX-20XX
- Serve as mentor to youth in the local community

Computer Club, *Vice President* Fall 20XX-Fall 20XX
- Worked with local organizations to raise money for six new computers at the Multicultural Center in Dubuque, IA

RELEVANT SKILLS

Programming Languages:
- Programming 1 w/Java
- Programming 2 w/Java
- Visual Basic
- Database 1

Software:
- Microsoft Word
- Microsoft Excel
- Microsoft Access
- Microsoft Power Point

Additional Skills:
- Web Publishing (XHTML)
- Windows 7
- Networking 1
- Social Media Applications (Facebook, Twitter, YouTube