

Rima Paper
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Objective: To obtain a position as Systems Analyst/Liaison in Management Information Systems

HIGHLIGHTS OF QUALIFICATIONS

- Assertive team/project leader
- Strength in communicating technical information to non-technical personnel
- Successful in problem recognition and presenting recommendations
- Effective in providing system user support

PROFESSIONAL EXPERIENCE

Technical Analysis and Presentation

- Analyzed purchasing operation for local business
- Presented data flow of operation, problem recognition and recommendations
- Analyzed health care staffing operation
- Recommended and implemented system security

Training and Troubleshooting

- Trained staff and provided user support on centralized word processing system, microcomputer/mainframe applications and operations
- Wrote procedures and trained staff to generate Dbase III reports from established database system
- Installed hardware and performed maintenance

Data Management

- Installed and configured Database Management System
- Performed data administration, software installation and configuration, disaster recovery
- Monitored telecommunications for a centralized word processing system

Related Skills

- Knowledge of Realia Cobol and Turbo Pascal programming languages
- Understanding of structure systems analysis and design technology
- Proficient in Dbase, Paradox, Lotus 1-2-3, Quatro Pro, Microsoft Office, Flash, and Lanier applications programs

EMPLOYMENT HISTORY

2000 – Present	Database Project consultant	ABC College; San Jose, CA
1998 – 2000	Computer Lab Assistant	ABC College; San Jose, CA
1997 – 1998	Office Administrator	XYZ Company; Oceanside, CA

EDUCATION

B.S., Management Information Systems – ABC College; San Jose, CA – May 2000 – GPA 3.7