

Dana Bell

607 Pam Drive
Tyler, TX 75703
(903) 581-8830

August 23, 2012

I would like to express my interest in a Programmer/Analyst position and would be happy to discuss my unique qualifications for this position in more detail.

I have a Bachelor's Degree in Computer Information Systems as well as a Bachelor of Business Administration Degree in Accounting. I earned both degrees from The University of Texas at Tyler where I graduated *summa cum laude* in May of this year. My educational experience reflects a consistent record of academic achievement. However, I have also been consistently recognized with excellent performance reviews in areas I have worked.

My resume includes a very brief overview of relevant education and experience with computers, programming, and software development overall. Specifically, my database programming experience may best be reflected in the projects I have worked on. Prior to attending UT Tyler I developed multiple databases for UT Health Center's printing, purchasing, and copy center departments. I have also developed a database combining membership and financing for a local non-profit as well as an Access database tracking expenses for NASA's Columbia Scientific Balloon Facility as a part of my Capstone course.

Additionally, I have also been instrumental in the development and maintenance of numerous websites, including dynamic (database driven) web sites. The site development of the Patriot Talon website involved extensive SQL work to migrate existing data from a Wordpress database.

As a double major in Computer Information Systems and Business/Accounting, I have the combination of training that can facilitate a better understanding of business needs involved in software development. My expertise in other areas, such as graphic design and web development also enhance my performance capabilities. I appreciate your time and interest as you consider my qualifications.

Sincerely,

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Objective

Opportunity to work with a professional team of information technology professionals, where my skills and knowledge of programming for business needs will contribute to the goals of the institution

Summary of Qualifications

Education

- ▶ B.S. Computer Information Systems; B.B.A. Accounting – University of Texas at Tyler (2012)
- ▶ *Summa cum laude* graduate
- ▶ Webmaster/Site Developer, Patriot Talon campus newspaper (2009)
- ▶ Patriot Talon Baby's Bottom Award (2010)
- ▶ Outstanding Junior in Computer Information Systems (2010)
- ▶ Member of Alpha Chi, Beta Alpha Psi, Beta Gamma Sigma honor society

Languages and Environments

- ▶ Operating systems: DOS, Windows (2.0 – Windows 7), OS/2, Macintosh, Linux (Ubuntu, etc.)
- ▶ Languages: Basic, C, C++, C#, Java, Pascal, VB, VBA, and utility languages
- ▶ Relational databases and SQL under MySQL, Microsoft SQL, and Access
- ▶ Web programming: HTML, CSS, PHP, ASP.NET, Perl, Javascript

Software

- ▶ Knowledge of the Drupal CMS system
- ▶ MySQL Administrator, Workbench; Visual Studio, Dreamweaver, other IDEs
- ▶ Web Host Manager, cPanel, and frequent use of PhpMyAdmin for website maintenance
- ▶ Program user documentation

Employment

2012

Accounting Intern (Spring)

Squyres, Johnson, Squyres & Co., LLP, Tyler, Texas

- ▶ Prepared federal and state income tax returns for individuals and trusts.
- ▶ Maintained records of accounting clients in DMS.

2009 – 2011

Teaching/Lab Assistant

University of Texas at Tyler, College of Business & Technology, Tyler, Texas

- ▶ Assisted in preparing and grading student assignments.
- ▶ Assisted with faculty research, special projects and technology questions.
- ▶ Assist in the development of SAP ERP curriculum, exercises, troubleshooting.

1997 – 2008

Copy Center Manager/Printer

University of Texas Health Center at Tyler, Tyler, Texas

- ▶ Advanced in the organization to manage the overall operations of Printing and Copier Services.
- ▶ Organized records and maintained inventory and services for 60+ campus copiers.
- ▶ Served as primary resource for PrintSmith print pricing and bookkeeping software.
- ▶ Designed Access databases for Copy Center and other departments.