

VICTOR E. HUSKIE

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OBJECTIVE

A position as a business analyst.

EDUCATION

Bachelor of Science in Operations Management and Information Systems, May 20XX

Northern Illinois University, DeKalb, IL

GPA: 3.7/4.0

Professional Sales Certificate, May 20XX

COMPUTER SKILLS

Programming Languages Visual Basic 6.0, HTML, COBOL, Visual Basic Advanced, Lotus Notes 5.5

Applications Microsoft Access, Microsoft FrontPage, SAP, Adobe Premiere

6.5, Adobe Illustrator 10.0, Adobe Photoshop 6.0

EXPERIENCE

IT Intern, ABC Technology, Schaumburg, IL, May 20XX – August 20XX

- Collaborated as a team to automate IT Governance Department's financial processes
- Created and maintained database in Microsoft Access, tying IT capital purchases to depreciation amounts within SAP
- Coded and tested new Project Status Reports within Lotus Notes

Pre-Press Ad Designer, Schaumburg News, Schaumburg, WI, September 20XX – January 20XX

- Designed effective advertisements for Kenosha County's largest newspaper
- Utilized Macintosh technology, including Adobe Photoshop and Quark Xpress

Customer Service Worker, O'Toole's, Madison, WI, May 20XX – December 20XX

- Positively interacted with patrons daily, improving customer relations and resulting in repeat business
- Consistently earned individual "high sales" numbers and awards

LEADERSHIP ACTIVITIES

Kappa Pi Beta Fraternity, Northern Illinois University, DeKalb, IL

August 20XX–December 20XX

Fundraising Chair

January 20XX–May 20XX

- Chaired a committee of 15 students in the fraternity's inaugural fundraising initiative
- Organized large-scale fundraising and social events involving more than 100 members
- Coordinated joint fundraising efforts with members of other NIU Greek organizations

ADDITIONAL INFORMATION

Council of Logistics Management – Student Member

Northern Illinois University Purchasing Club – Vice President