
PATRICK L. SPITZER

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CAREER OBJECTIVE

Position as Computer Systems Administrator

SUMMARY OF QUALIFICATIONS

- Solid knowledge of computer programming, analysis, and statistics.
- Excellent time management skills; proven ability to handle multiple tasks simultaneously.
- Able to communicate clearly with clients; function well in fast-paced, high-pressure situations.
- Named "Integrated Science & Technology Student of the Year."

EDUCATION

Marshall University, Huntington, WV

B.S., Integrated Science & Technology, May 2005

GPA: 3.2, Major GPA: 3.7

COMPUTER SKILLS

- Hardware Platforms: PCs, Workstations, Mainframes, Servers
- Operating Systems: MS-DOS, Windows
- Languages: Visual Basic 6.0, C++, HTML, Java
- Software: Novell, MS Office, Oracle, MS Access
- Networking: Set-up, Support

RELATED EXPERIENCE

Marshall University Career Services, Huntington, WV

Computer Assistant, January 2004 - Present

- Advise department manager on all hardware/software purchases; install and upgrade system enhancements.
- Support existing programs; resolve critical issues and problems in timely fashion.
- Developed online registration system for all career fairs, recruiting events, and student programs.
- Designed a file transfer program to eliminate duplicate data entry.

Marshall University, Huntington, WV

Senior Project, June 2003 - September 2003

- Evaluated local retail company's technology needs; proposed plan to provide online services.
- Designed corporate website and online catalog of products and services; trained managers and sales personnel in use of technology.
- Wrote user's manual and instructions; provided technical support.

HONORS AND ACTIVITIES

- Marshall University Dean's List
- Presidential Scholar
- Governor's Summer Science Honors Program

REFERENCES

Available upon request