

SUSAN K. CLOW

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GOALS AND OBJECTIVES

Currently a senior at The University of Louisiana at Monroe en route to a computer information degree with the intention of specializing in document/data manipulation, web, and/or systems administration. Have superior ability to work with little supervision, to embody high motivation, integrity and performance standards, and to meet deadlines.

SKILLS AND EXPERTISE

- Software Knowledge: MS Word/Excel/PowerPoint/Outlook, MS Access, PageMaker, MS Publisher, Dreamweaver, QuarkXpress, OmniForm, OmniPage, PaintShop Pro, WordPerfect, Netscape/Explorer, Absolute FTP, Windows, Adobe Illustrator, CorelDraw and PhotoPaint, Quicken, and scanning software/technology.
- Programming Language Knowledge: COBOL.
- Four-year degree with a concentration on computer-related topics and problems.
- Fifteen plus (15+) years of extensive Desktop Publishing and Document Layout experience.
- Six (6) years of developing and maintaining web sites, including a comprehensive personal site.
- Scan/manipulate forms using OmniForm software, layout with PageMaker/Publisher/Quark.
- Strong writing, editing, and interpersonal skills, and ability to be a team player.

EDUCATION

- THE UNIVERSITY OF LOUISIANA AT MONROE, MONROE LA FALL 2002 TO PRESENT
- Major: Computer Information Systems, Senior, GPA: 4.0, May 2005 graduation.
 - President's List: Fall 2002, Spring 2003, Fall 2003, Spring 2004, Fall 2004.
- ROBESON COMMUNITY COLLEGE, LUMBERTON NC FALL 1999 TO SPRING 2002
- General Education, GPA: 4.0.
- THE UNIVERSITY OF NORTH CAROLINA AT PEMBROKE, PEMBROKE NC FALL 1999
- Introduction to Computing, Course Grade: A.
- TWIN LAKES VOCATIONAL TECHNICAL SCHOOL, HARRISON AR JAN. 1976 TO DEC. 1976
- Business curriculum, Diploma.
- MOUNTAIN HOME HIGH SCHOOL, MOUNTAIN HOME AR 1972 TO 1975
- Ranked 17th in 183 class.

EMPLOYMENT/EXPERIENCE

- COMPUTING CENTER, THE UNIVERSITY OF LA AT MONROE, MONROE LA JUNE 2004 TO PRESENT
- Student Programmer Internship. Educational position assisting computing staff with projects.
- STUDENT AFFAIRS, THE UNIVERSITY OF NC AT PEMBROKE, PEMBROKE NC JULY 2001 TO AUG. 2002
- Administrative Secretary II. Judicial affairs assistant; Web Information Coordinator maintaining various web sites; forms scanning and design; freshman testing and orientation.
- STUDENT AFFAIRS, THE UNIVERSITY OF NC AT PEMBROKE, PEMBROKE NC NOV. 1998 TO JULY 2001
- Office Assistant IV. Web Information Coordinator developing web sites; forms & document scanning and design; event organization; freshman testing and orientation.

EMPLOYMENT/EXPERIENCE *(continued)*

TECHNICAL EDUCATION, PITTSBURG STATE UNIVERSITY, PITTSBURG KS SEPT. 1994 TO AUG. 1998

- Office Assistant III. Departmental record keeping; forms & document scanning and design; selected the office computers, maintained, and trained staff to operate. Managed department print shop.

SUPERIOR PRINTING CO., PITTSBURG KS (no longer in business) AUG. 1992 TO SEPT. 1994

- Pre-Press Operator and Desktop Publishing. Computerized typesetting and layout; digitizing images/scanning; customer relations and job specifications; camera work, including negatives, PMTs, and prints; stripping negs; metal platemaking; supply inventory; bindery work.

PRINTING SERVICES, UNIVERSITY OF AR AT FAYETTEVILLE, FAYETTEVILLE AR AUG. 1981 TO JULY 1992

- Printer II. Desktop Publishing, also trained on CompuGraphic, Varsityper, and Penta systems; computerized typesetting and layout; assisted supervisor and performed job design and markup.

THE BAXTER BULLETIN NEWSPAPER, MOUNTAIN HOME AR JAN. 1979 TO JUNE 1981

- Typesetter on CompuGraphic equipment; some paste-up work; bindery.

HONORS & ORGANIZATIONS

ASSOCIATION OF INFORMATION TECHNOLOGY PROFESSIONALS (AITP) FALL 2003 TO PRESENT

- ULM Student Chapter.

BETA GAMMA SIGMA BUSINESS HONOR SOCIETY (BGS) SPRING 2004, LIFELONG

- ULM College of Business Administration Student Chapter.

PHI KAPPA PHI HONOR SOCIETY (PKP) SPRING 2004, LIFELONG

- ULM Campus-wide Student Chapter.

WHO'S WHO AMONG STUDENTS IN AMERICAN UNIVERSITIES & COLLEGES SPRING 2005

- Recognition of outstanding merit and accomplishment.

REFERENCES

- Available on Request.