

DONITA SILVA  
1247 Madison Road  
Columbus, OH 43216  
(614) 555-0100  
dsilva@mail.com

#### OBJECTIVE

Information Systems Analyst I position in a financial environment requiring system design, programming, investigation, reporting skills

#### QUALIFICATIONS SUMMARY

- \* Education in computer systems and in accounting practices
- \* Proven interpersonal skills and team skills in a financial setting
- \* Programming competence in COBOL, C++, Visual Basic
- \* Practical experience in EDP accounting applications
- \* Proficient in Excel, Word, Access, and Windows
- \* Experienced in AS/400, PC, IBM OS/390, and Novell LAN operations

#### EDUCATION

Bachelor of Business Administration, Renton College, Columbus, OH, 2003  
\* Major: Computer Information Systems, \*Minor: Internal Auditing

\*Relevant Courses of Study: System Analysis and Design, Systems Development, Quantitative Analysis, Advanced Programming, Data Communications, Database Systems, Advanced Corporate Finance, Information Systems Auditing, Statistical Techniques

\*Senior Internship: J. Kemp Marketing Associates  
Installed a five-PC Novell LAN, three printers, and associated software (MS Office) for a small marketing services business. Assisted the consulting systems analyst in customizing proprietary statistical program for marketing research applications.

#### EXPERIENCE

Alexander & Swartz, Columbus, OH 9/02 to Present  
Part-time Assistant Staff Auditor: Assist in audits of cash, accounts receivable, and accounts payable for midsized firms that use AS/400s. Interface with clients and write audit reports as member of the Business Services Assurance and Advisory team.

Micronomics Company, Columbus, OH 6/99-9/02  
Part-time Programmer's Assistant: Designed, documented, coded, and tested COBOL program subroutines for order-entry system on Novell PC network. Achieved a 95 percent average program-accuracy rate on test runs. Cataloged and filed new programs and program patches for the company's software library.

Renton College, Columbus, OH 9/97-6/99  
Computer Operator Aide: Using OS/390 system, copied files for backup. Verified accuracy of reports and scheduled print sequences. Recommended schedule changes that improved efficiency of backup by 28.5 percent.

#### ASSOCIATIONS

Information Technology Management Association, 1998 to Present  
Columbus Computer Club, 1997 to Present