

Katherine Williams
Saint Mary-of-the-Woods College
Saint Mary-of-the-Woods, Indiana 47876
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Objective To obtain a position that will enable me to learn more about the technology field, while contributing my knowledge and skills in support of company objectives.

Education Bachelor of Science in Computer Information Systems and Digital Media, anticipated Jan. 2013 Saint Mary-of-the-Woods College; Saint Mary-of-the-Woods, Indiana

Computer Skills

- Mac and Windows Operating Systems
- Microsoft Office '07 and '10 for Mac and Windows
- Web HelpDesk
- Visual Basic 2010
- Firefox, Safari, and Internet Explorer
- Coding in HTML
- Use of Adobe Dreamweaver, Photoshop, InDesign, and Illustrator

Related Courses

- Survey of Computer Information Systems
- Programming I, II
- Intro to Computer Software
- Telecommunications/Networking
- Principle of Web Design
- Internet Languages
- Digital Imaging
- Digital Illustration and Design
- Professional Communications
- Business Law
- Digital Video and Audio Production

Experience

Student Specialist for Technical Support, *Saint Mary-of-the-Woods College*
January 2010-Present

- Provide computer care and setup for faculty and staff
- Assist campus faculty and staff on campus
- Install RAM and replace hard-drives
- Upgrade operating systems
- Perform basic updates including anti-virus and software programs
- Clean/organize IT work area
- Answer the Helpdesk phone and entering tickets
- Provide on-call for tech support on weekends

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Student Library Assistant, *Perry Central High School; Leopold, Indiana* August 2005-May 2007

- Checked books out to students
- Checked books in and re-shelved them
- Assisted in entering new books into the database
- Placed protective covers on new books and marked the books as school property

Farm Hand, *River Run Farm; Rome, Indiana* 2005-2009

- Provided daily care of 40 horses including feeding, watering, cleaning stalls and water troughs, and general healthcare
- Mowed grass and maintained fences

References:

Lana Lytle	Mary Samm	Danelle Readinger
Assoc. Prof. of Information Sys	Technical Support Specialist	SMWC Cross-Country Coach
Academic Advisor	Supervisor	Coach
Hulman Hall	Rooney Library	Guerin Hall
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