

Howard Jefferson

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EDUCATION

Bachelor of Science, Computer Information Systems

DeVry University, Columbus OH

Graduation

October 2008

- GPA 3.5/4.0
- Academic Honors Society –Delta Epsilon Iota
- Institute of Electrical and Electronics Engineers (IEEE), member, webmaster, and vice-chair
- Association of Information Technology Professionals (AITP) member

SUMMARY OF QUALIFICATIONS

Technical Skills

Languages: VB.NET, C#.NET COBOL

Databases: Access, SQL

Web Technologies: ASP.NET, HTML, XHTML,
Jscript,

Operating Systems: Windows 9X/2000/XP,
UNIX/Linux

Software: Word, Excel, Power Point, MS-Project,
Outlook, Visual Studio, Adobe Photoshop,
Illustrator, Flash

Leadership Ability

Versatile

Responsible

Values diversity & Loyalty

Business Skills

Customer Service

Problem Solving

Project and Team Management

Time Management

TECHNICAL PROJECTS/EXPERIENCE

- **Web administration and development:** Repaired and maintained, DeVry University Columbus IEEE student branch website. Developed RSVP page for event sign up. <http://ieee.cols.devry.edu>
- **Web administration and development:** Called upon by Society of Manufacturing Engineers (SME), Chapter 36 to modernize their website. Prototype located at: <http://howardtj.com/index.aspx>
- **Web development:** Currently developing new website for client: <http://www.asia5alive.com>.
- **Web development:** Developed new website for Veterans of Foreign Wars (VFW) Post 9473, Reynoldsburg, Ohio <http://www.vfwpost9473.org>

WORK EXPERIENCE

Veterans Representative & Academics Resource Tutor / Faculty Assistant

Oct. '06 – Feb '09

DeVry University, Columbus Ohio

- Assist Veterans who attend all DeVry Ohio locations with GI Bill Related matters
- Responsible for maintaining and submitting correct records to the Veterans Administration
- Aid students with various academic problems, with a focus on Math and Programming languages
- Frequently assist instructors and students in the class environment

Accomplishments:

- Reduced time to review records from over a month to just a few weeks by removing nearly 200 inactive veteran's records from system and streamlining review process
- Recognized as a one of the most reliable tutors and faculty assistants
- Routinely called upon to cover faculty positions while staff attends other functions

Retails Merchandise Support & Electronic Data Interchange Support Technician Aug. '02 – Aug. '05
Navy Exchange Service Command, Virginia Beach, VA

- Performed accurate retail price change data entry
- Responsible for accurate vender Electronic Data Interchange input and testing
- Maintained key aspects of the company intranet retail price system.

Accomplishments:

- Developed an improved method of providing electronic flyer information to remote store locations greatly reducing complexity of getting information for stores

MILITARY EXPERIENCE

Aviation Electricians Mate Second Class (Air Warfare Specialist) Sep. '81 – Jun. '02
US Navy, Virginia Beach, VA. & San Diego CA.

Fighter Squadron 102, Virginia Beach, VA

- Quality Assurance Representative and Inspector
- Shift Supervisor
- Responsible for troubleshooting and repair of aircraft electrical systems

Accomplishments:

- Received commendation for leading team that installed digital flight control system in 12 F-14 aircraft
- Frequently called on to troubleshoot attitude (gyro) heading reference system problems, with a high rate of success
- Honorably Discharged

RELEVANT INTERESTS

- Requested by the Columbus, Ohio chapter the Society of Manufacturing Engineers to evaluate their websites for content and structure
- Frequently provide materials and technical support for Cub Scout Pack 256, Pickerington, Ohio, including for the webmaster
- Asked by patrol leader to train Boy Scouts of Troop 826, Reynoldsburg Ohio, in web design
- Member of the Buckeye Triumphs Club and regularly contributor of articles and content for club website and newsletter
- Member of Veterans of Foreign Wars post 9473, Reynoldsburg Ohio