# Computer Skills

**Operating Systems:** Microsoft Windows operating systems from 95 on

# **Tools:** McAfee/Norton anti-virus software; Microsoft Office Systems (including Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Access, and Microsoft Outlook);

**Operating Systems:** Adobe Operating Systems from 2010 on

* **Tools:** CS5.5 & 5.1 Compatible **-** Adobe Photoshop; Adobe InDesign; Adobe Illustrator; Adobe Fireworks; Adobe Dreamweaver
  + Intermediate to Expert user with all above operating systems

**Operating Systems:** Java

* **Tools:** Java Software
  + Basic level Programing Knowledge

**Operating Systems: Notepad ++**

* **Tools:** Notepad ++
  + Intermediate style knowledge of web design

# Education

## High School: **Archbishop John Carroll High School,** Bel Air, MD { 2004 – 2008 }

* John Carroll Soccer Team { 2004 - 2008 }

## College: **Hood College**, Frederick, MD { 2008 - 2013 }

***Bachelor of Arts in Communications, { May, 2013 }***

* Member of Students Helping Honduras
* Visited Honduras in 2011 to help build schools
* Hood College Soccer Team { 2008 - 2012 }
  + Awards: Most Valuable Defender

# Experience

## The Perfect Truffle { Summer 2012 – Current }

## 

* Supervised and controlled a safe and efficient workplace
* Inspected and evaluated work in progress, identified issues, implemented safe opening and closing procedures
* Repaired mechanical components of air compressor
* Operated air compressor gun to for multiple designs to form truffles
* (visit: [www.theperfecttruffle.com](http://www.theperfecttruffle.com)) to see different designs
* Taught various workers and evaluated work in progress

## Premier Aquatics { Seasonal: June 2011 – August 2011 }

* Supervised, coordinated and controlled the safe and efficient operation of four private aquatic facilities
* Inspected and evaluated work in progress, identified problems, and implemented direct remedial action and solutions
* Managed, scheduled, and staffed over fifty personnel
* Repaired and supplied mechanical and technical components of aquatic facilities
* Administered company policies and procedures through time sheets, inspection forms, pool rules, counseling forms, and code of conduct policies
* Operated under deadlines, time constraints, and proficiency requirements