

ALLYSON MAXWELL

3420 Oak Ave., Moorestown, NJ 08057 • Phone: 856-555-4488 • E-Mail: allymax@yahoo.com

OBJECTIVE To interface with customers, and work with highly technical software or hardware applications.

PROFESSIONAL PROFILE

- Rising programming professional with education and experience in object-oriented programming/ implementation/testing, planning/designing with users to create applications, providing technical support, writing documentation, and adding extensions to or correcting flaws in applications.
- Creative technician with spatial awareness applicable to object-oriented concepts and programming knowledge applicable to Web design; see sites designed at: <http://www.projectsgalore.org> and <http://www.princetonpartners.html>.
- Enthusiastic, knowledge-hungry self-starter, eager to meet challenges and quickly assimilate new concepts and ideas.
- Deadline-driven solutions-provider with strong interpersonal skills; equally adept at contributing independently or as a team member.
- Willing to relocate, with or without assistance.

EDUCATION

Bachelor of Arts in Computer Science and Sociology, *summa cum laude*, Princeton University, 2008
Financed 92 percent of education by working at least 20 hours weekly.

COMPUTER EXPERIENCE

Systems

- Windows
- Solaris UNIX
- PC Assembly
- Software and Hardware Installation
- Troubleshooting

Applications/Software

- Pagemill
- Dreamweaver
- Fireworks
- Photoshop
- FTP
- MS Office Suite
- Graphics Design

Programming

- C
- C++
- Object Oriented Programming
- Unix Shell Scripting
- JavaScript
- Java
- MIPS Assembly
- Visual Basic
- Access
- SQL
- Visual InterDev
- DHTML
- GUI

HIGHLIGHTS OF PROFESSIONAL EXPERIENCE AND ACCOMPLISHMENTS

Programming ~ Web Design/Administration

- Completed courses in Programming Design/Analysis, Software Design and Implementation, Computer Architecture, Operating Systems, and Introduction to Switching Theory and Logic Design.
- Tutored students with one-on-one help sessions dealing with introductory course to object-oriented programming in C++.
- Administered introductory C++ course labs as teaching assistant.
- Maintained nonprofit organization's Web site using HTML, Adobe Pagemill, and Photoshop.
- Taught programming curriculum based on C++, True Basic, HTML, Web authoring, Windows, and PC fundamentals to children 8-17 years old.
- Developed and updated company's and clients' Web sites using HTML as intern for Array Technologies.
- Handled SQL Queried MS Access databases.
- Enhanced an employee timesheet database graphical user interface by using MS Access Basic.
- Redesigned and maintained student organization's Web site using HTML, JavaScript, Photoshop, Pagemill, Fireworks, Dreamweaver, MS Word and Excel, UNIX, and FTP, resulting in a 75 percent increase in the site's Web traffic.

Interpersonal ~ Training ~ Customer Service

- Currently assist customers in locating books and introduce them to additional books related to their reading interests; handle customer transactions, including cash, check, and credit.
- Trained junior managers in football logistics and collaborated with football staff as Student Softball Equipment Manager.
- As teaching assistant, guided and supported students with course and programming-related questions.
- Evaluated students' programming assignment and quizzes.

Organization ~ Planning ~ Research ~ Technical

- Assist in introducing bookstore promotions.
- Gather and analyze Web documents containing information about foreign laws and legislation affecting overseas U.S. investments and business as Internet Research Associate for Princeton Media Research.
- Developed optimal study strategies for students in need of tutoring.
- Managed practice drills, including assisting coaches and players during practices and games as Student Softball Equipment Manager.
- Set up fields and locker rooms for games; packed and transported equipment for away games.
- Compiled packages and correspondence for prospective players.
- Assembled and disassembled computer lab classrooms.
- Installed hardware/software and performed troubleshooting in several positions.

EXPERIENCE HISTORY

- Sales Associate Trainee, Waldenbooks, Moorestown, NJ, Jan. 2008 to Present
- Internet Research Associate – Freelance, Princeton Media Research, Inc., Princeton, NJ, Sept. 2007 to Present
- Webmaster, Central Committee Member, Black Student Alliance, Princeton, NJ, Oct. 2007 to April 2008
- Student Softball Office Assistant, Princeton University Athletics Department, Princeton, NJ, Feb. to April 2006
- Student Softball Equipment Manager, Princeton University Athletics Department, Princeton, NJ, April 2005 to April 2006
- Web Administrator – Freelance, Princeton Partners, Princeton, NJ, Feb. to Aug. 2005
- Peer Tutor, Princeton University Athletics Department and Academic Skills Center, Princeton, NJ, Feb. to April 2005
- Teaching Assistant, Princeton University Computer Science Department, Princeton, NJ, various periods Sept. 2003 to April 2008
- Teacher/Counselor, New Jersey Computer Experience Summer Camp, Mt. Laurel, NJ, June to Aug. 2003
- Technology Intern, Array Technologies, Moorestown, NJ, June to Aug. 2002
- Information Intern, RCA, Moorestown, NJ, June to Aug. 2001