

Missy Student

1001 Anyplace Road, Petersburg, VA 23841

804-721-5555 · vsumisstudent@gmail.com

SUMMARY OF QUALIFICATIONS

- Strong interpersonal and communication skills.
 - Well organized and focused on coordinating projects.
 - Strength in analyzing, researching, organizing, and problem-solving.
-

EDUCATION

Virginia State University, Petersburg, VA

May 2022

Bachelor of Science in Management Information Systems

Minor: Cyber Security and Forensics/International Business

Cumulative GPA: 3.47

Honors: Dean's List, 2016-2018

Academic Achievement Award, 2016-2017

Shanghai University, Shanghai, China

January 2019-May 2019

International Education

COMPUTER SKILLS

- Microsoft Office Suite (Word, Excel, PowerPoint, Access, Publisher, Project, Visio, Outlook)
 - Web Development (Java, FrontPage, Hyper Text Markup Language), SAP (CRM: Customer Relation Module)
 - Computer Courses (C++, System Analysis and Design, Computer Networks, Computer Security and Assurance)
-

EXPERIENCE

Virginia State University, Petersburg, VA

May 2020-Present

Project Management Intern for Technology Services

- Prepare weekly status reports on project management activities, including project scope, budget, risks, and issues.
- Assist with developing and editing the University's website.
- Authored an article on the Chief Information Officer's vision, "A Digital Campus."
- Coordinate technology requirements, schedule meetings, and record minutes for the CARES program.
- Created and implemented an icebreaker for the department meeting as a collaborative team.

DTLR, Colonial Heights, VA

May 2017- June 2018

Sales Associate

- Ensured an outstanding customer service experience by assisting customers with merchandise selections.
 - Participated in year-end inventory and cycle counts.
 - Completed sales transactions using a cash register.
-

LEADERSHIP AND COMMUNITY INVOLVEMENT

- Secretary, Black Data Processing Associates (BDPA), 20118
- Financial Secretary, Delta Sigma Theta Sorority, Incorporated, 2017
- Big Brothers Big Sisters, 2017-2018
- National Association of Black Accountants (NABA), 2019
- Beta Gamma Sigma (Business Honor Society), 2018
- Richmond Area Program for Minorities in Engineering (RAPME), 2016