**Isaac Newton**

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**OBJECTIVE**

Internship in information technology for summer 2023

**EDUCATION**

**Middle Georgia State University**, Macon, GA, Expected May 2024

Bachelor of Science, Information Technology

Concentration: Networking Technologies and Administration

**RELATED COURSEWORK**

Introduction to Information Technology, Introduction to Computer Programing, Web Development, Application Development

**TECHNICAL SKILLS**

HTML; SQL; JavaScript; Microsoft Office (Word, Excel, Power Point)

**IT PROJECTS**

**System Analysis & Design**  September – November 2021

* Collaborated with a team to analyze and evaluate software being considered for the institution
* Presented findings in a verbal and written presentation to the CIO of the university

**PROFESSIONAL EXPERIENCE**

**Vandalay Industries, Atlanta, GA** August 2017 – 2019

Contracting Associate

* Reviewed and negotiated contracts with vendors and supplies to ensure competitive rates, saving the company $125,000 per quarter
* Used pivot tables and charts in Excel to extract and review data

Administrative Assistant January 2016 – August 2017

* Managed communication through a multi-line phone system to support sales inquiries
* Prepared PowerPoint presentations and proposals for sales team
* Recognized as “Employee of the Year” for influence on 25% sales increase in 2016

**WORK EXPERIENCE**

**Middle Georgia Mathematics Academic Resource Center, Macon, GA** January 2018 - presentMathematics Tutor

* Facilitate sessions for 20 - 25 Calculus and Calculus II students to review course content and prepare for exams
* Explain concepts and encouraged open communication with students to ensure understating and application of material
* Assist with the set-up and implementation of the Study Abroad Fair for 20 organizations

**LEADERSHIP**

Emerging Leaders Program September 2021 - present

* Participated in leadership development discussions on the 7 C’s of Leadership, led by community and business leaders

**MEMBERSHIPS AND HONORS**

Association of Information Technology Students Jan 2018 – present