MICHAEL X. SMITH

300 Main Street
Buffalo, New York 14200
(716) 444-4444
xxxxxx@xxx.xxx

OBJECTIVE   Programmer Analyst

EDUCATION   **Bachelor of Science in Computer Information Systems**, May 20XX
State University College at Buffalo, New York
G.P.A.: 3.9/4.0, Dean's List
Honors: Who's Who in American Colleges and Universities

RELATED   Data Communications   Systems Analysis
COURSES   Facility Management   Interactive Program Design
Machine Organization   Information Systems and Management
Operating Systems   Advanced COBOL Programming

SKILLS   Programming Languages: COBOL, dBase IV, FORTRAN, BASIC, C++,
APL, Assembler
Operating Systems: Windows NT, Windows 95/98, Linux
Software Systems: CMS/WYLBUR, CANDE, CP/M, MP/M, Format II

TECHNICAL   **Programmer Analyst** – July 20XX-Present
EXPERIENCE   Executive Auto Leasing, Amherst, New York
- Modified an existing data entry system using dBase IV.
- Developed a management system for the above and trained office personnel in the use of the system.

Programmer – October 20XX-May 20XX
Orientation Department, State University College at Buffalo
- Implemented a database system to file student records for orientation sessions.
- Supervised work study students in the entry of student data records.

WORK   **Student Assistant** – January 20XX- May 20XX
EXPERIENCE   Orientation Department, State University College at Buffalo, New York
- Supervised entering freshmen college students in a residential setting during orientation sessions.
- Developed advisement and counseling support system.

Computer Science Teacher – September 20XX-December 20XX
Tutorial Learning Center, State University College at Buffalo, New York
- Tutored students in introductory computer science course work.

CAMPUS   **President**, Information Processors Association, Fall 20XX
ACTIVITIES   **Delegate**, Academic Assembly of United Student Government, 200XX-20XX
Producer/Host, Computers Today, weekly radio talk show, Fall 20XX
News Anchor, Salesperson, Disk Jockey, WBNY radio, 20XX-20XX

REFERENCES   Available upon request.