

SUSAN K. CLOW

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GOALS AND OBJECTIVES

Graduated May 2005 from The University of Louisiana at Monroe with a Bachelor of Business Administration degree (CIS major). Developing specialization in data/document manipulation, web, and systems administration/maintenance. Have superior ability to work with little supervision, to embody high motivation, integrity and performance standards, and to meet deadlines.

SKILLS AND EXPERTISE

- Software Knowledge: MS Word/Excel/PowerPoint, MS Access, MS Publisher, Dreamweaver, PageMaker, OmniForm, OmniPage, PaintShop Pro, WordPerfect, QuarkXpress, Absolute FTP, Windows, Quicken, Explorer/Outlook, Adobe Illustrator, Netscape, CorelDraw, PhotoPaint, and scanning software/technology. Have also worked with FRS/SIS and Apple systems.
- Programming Language Knowledge: COBOL and FOCUS.
- One (1) year student internship developing MS Access databases for campus departments.
- Seven (7) years of developing and maintaining web sites.
- Eight (8) years of managing state university account records, including a grant.
- Fifteen (15) years of extensive desktop publishing and document layout experience.
- Strong writing, editing, accounting, and interpersonal skills, and ability to be a team player.

EDUCATION

- THE UNIVERSITY OF LOUISIANA AT MONROE, MONROE LA FALL 2002 TO MAY 2005
- Major: Computer Information Systems, GPA: 4.0.
 - President's List: Fall 2002, Spring 2003, Fall 2003, Spring 2004, Fall 2004.
- ROBESON COMMUNITY COLLEGE, LUMBERTON NC FALL 1999 TO SPRING 2002
- General Education, GPA: 4.0.
- THE UNIVERSITY OF NORTH CAROLINA AT PEMBROKE, PEMBROKE NC FALL 1999
- Introduction to Computing course.
- TWIN LAKES VOCATIONAL TECHNICAL SCHOOL, HARRISON AR JAN. 1976 TO DEC. 1976
- Business curriculum, Diploma.
- MOUNTAIN HOME HIGH SCHOOL, MOUNTAIN HOME AR 1972 TO 1975
- Ranked 17th in 183 class.

EMPLOYMENT/EXPERIENCE

- CONTROLLER'S OFFICE, THE UNIVERSITY OF LA AT MONROE, MONROE LA AUG. 2005 TO PRESENT
- Assistant Accounting Data Coordinator. ADC assistant, running FOCUS programs and account reconciliations, data/report assembly, maintaining department web site, and creating Excel forms.
- COMPUTING CENTER, THE UNIVERSITY OF LA AT MONROE, MONROE LA JUNE 2004 TO MAY 2005
- Student Programmer Internship. Educational position assisting staff with projects.
- STUDENT AFFAIRS, THE UNIVERSITY OF NC AT PEMBROKE, PEMBROKE NC JULY 2001 TO AUG. 2002
- Administrative Secretary II. Judicial affairs assistant; Web Information Coordinator maintaining various web sites; SIS/FRS account work; forms design; freshman testing and orientation.

EMPLOYMENT/EXPERIENCE *(continued)*

- STUDENT AFFAIRS, THE UNIVERSITY OF NC AT PEMBROKE, PEMBROKE NC Nov. 1998 TO JULY 2001
- Office Assistant IV. Web Information Coordinator developing web sites; forms/document scanning and design; SIS/FRS account work; event organization; freshman testing and orientation.
- TECHNICAL EDUCATION, PITTSBURG STATE UNIVERSITY, PITTSBURG KS SEPT. 1994 TO AUG. 1998
- Office Assistant III. FRS departmental record keeping, including a grant; forms/document scanning and design; selected office computers, maintained, and trained staff to operate. Managed department print shop.
- SUPERIOR PRINTING Co., PITTSBURG KS (no longer in business) AUG. 1992 TO SEPT. 1994
- Pre-Press Operator and Desktop Publishing. Computerized typesetting and layout; digitizing images/scanning; customer relations and job specifications; camera work, including negatives, PMTs, and prints; stripping negs; metal platemaking; supply inventory; bindery work.
- PRINTING SERVICES, UNIVERSITY OF AR AT FAYETTEVILLE, FAYETTEVILLE AR AUG. 1981 TO JULY 1992
- Printer II. Desktop Publishing, also trained on CompuGraphic, Varsityper, and Penta systems; computerized typesetting and layout; assisted supervisor and performed job design and markup.
- THE BAXTER BULLETIN NEWSPAPER, MOUNTAIN HOME AR JAN. 1979 TO JUNE 1981
- Typesetter on CompuGraphic equipment; some paste-up work; bindery.

HONORS & ORGANIZATIONS

- COLLEGE OF BUSINESS ADMINISTRATION DISTINGUISHED SCHOLAR AWARD 2004-2005
- THE WALL STREET JOURNAL STUDENT ACHIEVEMENT AWARD 2004-2005
- BETA GAMMA SIGMA OUTSTANDING GRADUATE AWARD 2004-2005
- WHO'S WHO AMONG STUDENTS IN AMERICAN UNIVERSITIES & COLLEGES SPRING 2005
- BETA GAMMA SIGMA BUSINESS HONOR SOCIETY (BGS) SPRING 2004, LIFELONG
- Student Vice President, 2005-2006.
- PHI KAPPA PHI HONOR SOCIETY (PKP) SPRING 2004, LIFELONG
- ASSOCIATION OF INFORMATION TECHNOLOGY PROFESSIONALS (AITP) FALL 2003 TO PRESENT

REFERENCES

- Available upon request.