Elaine M. Williams

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INFORMATION SYSTEMS ANALYST

EDUCATION
Robert Morris University, Moon Township, PA
Bachelor of Science (B.S.) in Computer Information Systems, May 2022
Overall GPA: 3.7, GPA in Major: 3.9

CERTIFICATIONS
CompTIA A+, December 2021

SKILLS
Languages: COBOL, HTML, PowerBuilder, SQL, Visual Basic, Visual Basic Script (ASP), Mobile App Development, Java, C++ (Visual Studio), C#, M
Operating Systems: Windows: ME, 7, XP, Vista
Software: Oracle 8, SQLPlus, Microsoft: Project, Access, Excel, Expression Web, PowerPoint, Word

WORK EXPERIENCE
PGH Technoid Corporation, Pittsburgh, PA
Information Systems Intern, September 2021 – May 2022
- Developed a help function for an electronic reports application using MS Expression Web, VBScript and Java, which resulted in an increase in the accuracy of electronic reports.
- Designed a new departmental intranet site using MS Expression Web and VBScript.
- Developed and supported numerous database-linked (Oracle 8) computer-based training modules using VBScript and SQLPlus.
- Developed web-based applications using PowerBuilder, VBScript and SQL.
- Created a self-designed replacement application to track student and employee information for recruiting purposes using MS Expression Web, VBScript and SQL that achieved a 25% increase in the number of qualified candidates.
- Assisted users with all departmental application and intranet site problems; handled approximately 25 phone calls per week.

PROJECTS
Project Management, August 2021 – December 2021
- Created a proposal at the summary level for an information technology project.
- Described the scope of the project, including business functions and project deliverables.
- Summarized the most critical assumptions and estimated cost of the project.
- Presented proposal to instructor and class.

RELEVANT COURSES
Systems Analysis and Design, August 2021 – December 2021
- Gained knowledge of the purpose, function and expected outcomes of each phase and activity of the systems development life cycle (SDLC).

ACTIVITIES
Top Secret Colonials, August 2020 – May 2022
- Participated in an information technology group dedicated to the study of cybersecurity.
- Completed a study trip to Washington, D.C., which included visits to the NSA and CIA.