

# Jay Evan Benton

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## Objective

To obtain a position that utilizes my skills as an information systems professional.

## Education

Indiana State University, August 1995 to Present

Major: **Management Information Systems**

Graduation Date: December 1999

## Course Work

- Database administration and design
- Decision Support Systems
- Distributed Data Processing
- Systems analysis
- Control & Management Quality
- Accounting systems

## Experience

**Systems Analyst/Web Designer**, Office of Institutional Research and Testing, Indiana State University

January 1998 to Present

- Design and maintenance of office web site for use by administrators, deans, faculty, and external users  
[web.indstate.edu/oirt](http://web.indstate.edu/oirt)
- Maintain computer hardware and software for IRT and Assessment offices; including standard and network installations
- Research and write proposals for hardware and software acquisitions
- Assisted with installation and implementation of a Windows NT server for the office
- Administer Windows NT server

**Web Developer/Database Designer**, Billie Creek Village, Rockville, Indiana

June 1999 to Present

- Design and maintenance of web site for not-for-profit organization
- Maintain domain space for web site [www.billiecreek.org](http://www.billiecreek.org)
- Developing database to track participants in numerous special events

**Head Student Supervisor**, Academic Computing & Networking Services (ACNS), Indiana State University

June 1997 to January 1998

- Supervised 100+ student employees and conducted annual employee evaluations
- Helped to maintain web pages for ACNS Computer Labs
- Organized data for 250+ computers concerning hardware and software problems, and helped to maintain a department-wide error-log database
- Fielded staff and student complaints; resolved employee disciplinary matters

**Student Supervisor**, Academic Computing & Networking Services (ACNS), Indiana State University

December 1996 to June 1997

- Maintained and supervised main computer lab on campus (56 PC's and 32 Macs)
- Provided software support and troubleshooting to PC and Mac users

## Computer Skills

- Operating Systems: Windows NT Workstation/Server, Windows 95/98, Mac O/S, and UNIX
- Web Development: Front Page 97, DreamWeaver 2.0, HTML, PhotoShop 5.0, Internet Explorer 5.0, and Netscape 4.0
- Integrated software packages: Office 97, Lotus 123 r5, Word Perfect 6.1

## Organizations

- Management Information Systems Association (MISA)
  - Web development team chairperson, fall 1999 [misnt.indstate.edu/misa](http://misnt.indstate.edu/misa)
- Delta Sigma Pi International Business Fraternity
  - Chancellor, Spring 1998
  - Web Master, Fall 1999 [mama.indstate.edu/users/deltasig](http://mama.indstate.edu/users/deltasig)
- Knights of Columbus
- Dana Volunteer Fire Department

## Awards

- National Deans List 1997, 1999
- Selected by peers as Outstanding ACNS Supervisor, ISU, May 1997