

# JULIE REAGAN

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## PERSONAL

Hard worker whose main focus is to get the job done right while considering everyone's opinion on how the project should be completed. Excellent with human relations and teamwork skills, which allow me to get the job done.

## EDUCATION

Bachelor of Science, December 2000  
Major: Management Information Systems and Business Administration  
Indiana State University, Terre Haute, IN

## COMPUTER SKILLS

- Operating Systems: DOS, MACOS, Windows 95, 98, NT
- Programming Languages: Cobol, HTML, C++, Visual Basic, QuickJob, SyncSort, various IBM Utilities
- Software: Microsoft Office 97, Word Perfect 6.1, Lotus 1-2-3, Adobe PhotoShop, Netscape Navigator, Microsoft Internet Explorer, Front Page, Dreamweaver, Access 97
- Scholarships: Caterpillar Cobol Scholarship presented by Indiana State University

## EMPLOYMENT

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|--------------|--|
| 1999-Present | Network Specialist / Web Master, Institutional Research and Testing,<br>Indiana State University, Terre Haute, IN<br>Currently I maintain the NT Server, design web pages, provide system support and create database systems using Access 97.   |
| Summer 1999  | Programming Specialist, USA Group, Indianapolis, IN<br>I worked mainly with the IRS Certification Project maintaining programs and creating reports using Quickjob, Syncsort, and IBM Utilities.   |
| 1998-1999    | Student Secretary, Dean of HHP, Indiana State University, Terre Haute, IN<br>I assisted the Dean and Associate Dean with filing, copying, typing, scheduling of meetings, routing forms, and working with Banner software program to access student records.   |
| 1997-1998    | Recreational Sports Student Secretary, Indiana State University, Terre Haute, IN<br>As a secretary in the Recreational Sports department I assisted by copying papers, filing documents, making flyers for intramural events, entering data in an Intramural Points System and helping out with the computer problems in the office. |

## EXTRACURRICULAR ACTIVITIES AND LEADERSHIP ABILITIES

- President, MIS Association, Indiana State University, Terre Haute, IN
- President, Campus Center, Saint Joseph University Parish, Terre Haute, IN
- President of Pledge class, Delta Sigma Pi Professional Business Fraternity, Indiana State University, Terre Haute, IN
- President and Tenure Member, Ouabache 4-H club, 1996-98, Terre Haute, IN

## VOLUNTEER WORK

- Planted saplings with the TREES Cooperation, Terre Haute, IN
- Volunteered, Camp Courageous in Montecello, IA
- Volunteered, Nazareth Farm in Salem, WV
- Volunteered, Franciscans for the Poor in Cincinnati, OH
- Bible Study Coordinator, Saint Joseph University Parish, Terre Haute, IN