

TARA R. KIEFFNER

Permanent Address:

7481 North 200 West
Jasper, IN 47546
(812)695-2082

Campus Address:

54 Pear Tree Lane
Terre Haute, IN 47803
(812)234-5471

E-mail: kieffnet@citrine.indstate.edu

OBJECTIVE

Obtain a challenging position in the Information Systems Department within an expanding company.

EDUCATION

Bachelor of Science, pending December 1999

Major: **Management Information Systems**

Indiana State University, Terre Haute, IN

Major GPA: 3.85/4.0 scale

GPA: 3.74 / 4.0 scale

Associate of Science, May 1997

Major: **Business Administration**

Specialization: **Management Information Systems**

Vincennes University Jasper Center, Jasper, IN

GPA: 3.6 / 4.0 scale

EMPLOYMENT

Information Systems Internship- Dec. 1998-Jan. 1999 & May 1998-Aug. 1998

KIMBALL INTERNATIONAL, Jasper, IN

- assisted in Year 2000 software and hardware testing
- created training presentations in Microsoft PowerPoint
- conducted hardware inventory and mapping of inventory

Information Systems Internship, May 1999-Aug. 1999

GENERAL BEVERAGE, INC., Jasper, IN

- assisted in the implementation of new computer hardware and software
- completed hardware and software documentation
- provided training and support to computer users

Administrative Assistant, August 1995-August 1997 (Part-time)

- assembled monthly promotions for over 200 customers
- acquired product authorization to sell specialty beers
- created point-of-sale for various area special events

HONORS

1998-1999 Indiana State University Dean's List

1999 Carl E. Parks Scholarship

1999 John & Lois Becker Scholarship

1997 Delta Sigma Pi Outstanding Pledge Award

Graduated Cum Laude from Vincennes University

1995-1997 Vincennes University Dean's List

ACTIVITIES

Delta Sigma Pi Business Fraternity

-1999 Presidential Assistant

-1998 Vice President of Chapter Operations

-1997 Fall Pledge Class President

Management Information Systems Association

-1999 Marketing Committee Chairperson

-1998 Marketing Committee Member

Alpha Iota Mu MIS Honorary

-1999 Secretary/Treasurer

Beta Gamma Sigma Honor Society

Mortar Board Senior Honor Society

Golden Key National Honor Society

STRENGTHS

Computer Skills: Microsoft Excel, Microsoft Access, Microsoft Word, Aldus PageMaker, Microsoft PowerPoint, Microsoft Project, Microsoft Works, COBOL

Project Management Skills: Served as team leader for various projects