
Tracey Smith

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Profile A young professional with a unique combination of business experience and technical skills, bringing to the table the ability to combine business development with technical applications.

Experienced in programming, administering network environments, installation of computer hardware and software applications, troubleshooting, developing and presenting complete business and financial plans, creating and implementing comprehensive business databases, designing, and creating and updating web pages.

Professional Goals include continuing to grow in leadership and knowledge, excel in innovative technology application, interact and share with team members and colleagues, and develop world-class solutions to real world challenges.

Education

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| Sep 1998 – Apr 2000 | Programmer Analyst (4.00 GPA) <ul style="list-style-type: none">• College of the North Atlantic, Portland, ME• (4.00 GPA) |
| Sep 1991 – May 1994 | Diploma Business Management (Accounting) <ul style="list-style-type: none">• Kings College, Augusta, ME |
| Sep 1990 – Apr 1991 | Memorial University <ul style="list-style-type: none">• University of Boston, Boston, MA• General Studies |
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Technical Skills

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| Programming Languages | <ul style="list-style-type: none">• C++• Visual C++• PowerBuilder | <ul style="list-style-type: none">• HTML• Visual Basic• Cobol |
| Operating Systems | <ul style="list-style-type: none">• Windows 3.1• Windows 95 | <ul style="list-style-type: none">• Windows 98• Windows 2000 |
| Network Systems | <ul style="list-style-type: none">• Novell NetWare 4.1 | <ul style="list-style-type: none">• Networking Essentials |
| Database Systems | <ul style="list-style-type: none">• Oracle• Access | <ul style="list-style-type: none">• dBase IV |
| Applications | <ul style="list-style-type: none">• MS Word• MS Excel• MS PowerPoint• MS Access | <ul style="list-style-type: none">• Corel WordPerfect Suite 8• Lotus 123• AccPac Plus• AccPac Simply |
| Miscellaneous | <ul style="list-style-type: none">• PC Hardware• Visible Analyst | <ul style="list-style-type: none">• Systems Analysis and Design |
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Experience

Programmer Analyst/Information Technology

- Administering network systems and troubleshooting
- Updating and maintaining web sites.
- Trouble shooting technical problems, installation of hardware and software.
- Internet Research.
- Created a comprehensive database for campus textbook inventory using Access.