

MATTHEW W. ALLEN

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## **CAREER OBJECTIVES**

I am seeking a part-time or full time job in a computer related field. I will be graduating in December 2002 and hope that this will lead to a full-time position with your company.

## **EDUCATION**

Southern Illinois University Edwardsville, Edwardsville, IL  
Computer Science - Bachelor of Science, December 2002

### Relevant Courses:

- Introduction to computing
- Algorithms and data structures
- Interaction programming
- Human-computer interaction design
- Programming languages
- Artificial intelligence
- Database - (Oracle)

## **COMPUTER SKILLS**

- Spread sheet experience - MS Excel
- Word processor experience - MS Word/WordPerfect
- Installing computer components.
- Data entry.
- Visual basic, C/C++, Scheme, Prolog,
- Some Assembly Language, Unix, Excel, Visual Studio environment and Access.

## **EXPERIENCE**

LWCC, Carlinville, IL

Lifeguard Supervisor/Desk Worker/Maintenance/Guest Relations  
5/25/1998-8/12/01

Work Responsibilities

- Lifeguarding - CPR, lifeguard, first-aid certification.
- Scheduling/supervising others.
- Spur of the moment problem solving.
- Making work schedules.
- Answering phones.
- Working with people.
- Communication/phone skills.
- Data entry/spreadsheet work

Wal-Mart, Glen Carbon  
Hardware Sales Associate  
9/15/01-present

Work Responsibilities

- Customer service.
- Mixing paint.
- Keeping items in stock.
- Zoning and facing items.