

Colin Gillingham

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Objective To obtain an entry-level position working for a company in the technology industry.

Education Bachelor of Science, Business Administration Expected: May 2008
Elon University, Elon, North Carolina
GPA: 3.45

- Concentration: Entrepreneurship

Honors: Beta Gamma Sigma Business Honors (2005), Phi Eta Sigma (2004), President's List (2004, 2005), Dean's List (2004, 2005, 2006)
Study Abroad: University of Business and Economics, Beijing, China
Languages: Conversational in Mandarin Chinese

Experience Senior Events Tech, Elon University, Elon, NC Sept. 2004- December 2007

- Engineered large scale concerts with hundreds in attendance
- Coordinated major events by staffing and managing coworker's schedules
- Developed positive relationships with coworkers and professionals in the community
- Organized and designed advanced training programs for new employees
- Installed advanced equipment: projectors, speakers, microphones, laptops
- Involved in the hiring and firing process of employees
- Generated reward programs to improve motivation among employees

IT Support, Oakridge Dental Clinic, Watertown, WI June 2007- August 2007

- Installed time clock software over complex local and wide area network
- Designed a professional and functional website using the latest in web standards
- Simplified the payroll process by eliminating unnecessary steps
- Managed all other day to day computer and other technical issues

Skills/Abilities Basic Computer Applications

- Working knowledge of advanced features of Excel
- Experienced in creating and managing Access databases
- Developed professional and attractive presentations in PowerPoint
- Knowledgeable of alternatives to Microsoft Office such as Open Office

Advanced Computer Applications

- Built websites using Adobe Dreamweaver while using the latest standards in HTML and CSS
- Advanced knowledge of photo editing and manipulation using Adobe Photoshop
- Familiar with operating systems including Windows XP, Mac OSX, and many Linux distributions

Entrepreneurship

- Presented professional business proposals to venture capital firms and angel investors
- Created detailed business models demonstrating potential business feasibility
- Experienced understanding of how to present myself professionally
- Excellent ability to create forward-thinking and technology-centered business ideas
- Deep understanding of new trends shaping the world and business