

**Waldo A. Zamboni**  
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### **Languages**

- Visual Basic
- COBOL
- C, C + +
- Pascal

### **Operating Systems**

- Windows (all versions)
- Mac OS
- UNIX
- Novel NetWare

### **Applications**

- Microsoft Office
- Adobe PageMaker
- Adobe Photo Shop
- Corel DRAW

### **Networking**

- Ethernet card installation
- TCP/IP
- Telnet
- FTP
- Fetch

### **Database**

- SQL
- Microsoft Access
- Oracle8

### **Web Development**

- HTML
- Microsoft FrontPage
- Macromedia Dreamweaver
- ASP Programming

### **EDUCATION**

**Bachelor of Arts in Management**, May 20xx  
Emphasis: Operations Minor: Computer Science  
Wittenberg University, Springfield, OH  
GPA: 3.3

### **RELEVANT EXPERIENCE**

**Web Coordinator**, Student Computing Services, 8/20xx – 5/20xx

- Created, implemented and maintained public and internal website
- Worked with other departments as a team member
- Installed and maintained NT server

**Lab Monitor**, Student Computing Services, 8/20xx – 5/20xx

- Created user accounts with Novell Network
- Helped customers regarding software or hardware, providing optimum customer service

### **OTHER EXPERIENCE**

**Food Service Handler**, Compton Union Building, 8/20xx – 5/20xx  
**Food Service Handler**, Regent Dining Center, 8/20xx – 5/20xx

### **VOLUNTEER EXPERIENCE**

**Career Development Student Volunteer**, Career Services, 8/20xx – 5/20xx

- Planned programming to assist students with career options
- Directed outreaches and presentations to new and potential Wittenberg University students

**Peer Advisor**, Management Department, 8/20xx – 5/20xx

- Provided academic advising and support to assigned student advisees
- Acted as role model and promoted responsible behavior to advisees
- Participated in extensive training in listening skills and advising issues

### **ORGANIZATIONS**

**Member**, Management Information Systems Club, 8/20xx-Present

- Coordinated fund raiser that raised \$2000 for community charity
- Organized and executed marketing plan to promote fund raiser