Maria Veletzos

Phone Number | Email | City, State

LinkedIn URL

GitHub Link (if applicable)

# EDUCATION

**West Virginia University** | Morgantown, WV May 20XX

Bachelor of Science in Business Administration **GPA:** 3.55

Major: **Management Information Systems**

Minor: **Business Cybersecurity**

# TECHNICAL SKILLS

**Programming Languages:** HTML, JAVA, SQL, R, C#, and Python

**Data Visualization:** Tableau and Power BI

# PROFESSIONAL EXPERIECE

**Verification Integration Engineer Intern** May 20XX-August 20XX

**Sensus** | Uniontown, PA

* [Begin with action verb; focus on your accomplishments/results and how you added value to the origination]
* Built and maintained SQL scripts, indexes, and complex queries for data analysis
* Performed Quality Assurance testing on SQL Servers
* Modeled a new database schema and implemented a data mitigation for a legacy system

# PERSONAL AND COURSE PROJECTS

**Appalachian Prison Book Project**January 20XX-May 20XX

* [Bullets should begin with a description of the project, following bullets will relate to tasks/results]
* Assisted a local organization with a multi-semester project using Azure DevOps to apply agile project management practices.
* Collaborated with a four member team to develop and manage various branches of the project.
* Utilized various web applications including VS2018, SQL Server Management Studio 18, .NET Framework 3.0, ASP.NET, C#.Net, MVC, and HTML

**Food Delivery Application** January 20XX-May 20XX

* Creating food delivery application for local restaurants using UX Design Processes and Google UX Design through Coursera
* Utilize unit tests in Visual Studios to test user functionality before deployment.

# WORK EXPERIENCE

**Computer Support Technician** January 20XX-Present  
**John Chambers College of Business** | Morgantown, WV

* [Begin with action verb; focus on your skills gained in the position and how you added value to the origination]
* Staff the help desk office to offer walk-in support and answered phone calls
* Perform software and hardware installations and repairs whenever needed
* Manage an average of 150 support tickets weekly through a web and email-based issue tracking system

**Neidermeyer Scholar** August 20XX-Present

* Provide supplemental instruction to students in Economics 201 through the AeSC Center
* Conduct weekly review sessions with 30-40 students and hosted office hours to assist students with homework, test preparation, etc.
* Attend training sessions with faculty members to discuss student engagement and retention

# LEADERSHIP AND HONORS

* Management Information Systems Association (MISA), *President* August 20XX-Present
  + Planned and hosted Annual MISA Hackathon Competition February 20XX
* Collegiate Gaming Club, *Member* August 20XX-Present
* Deloitte Consulting Case Competition, *Participant* March 20XX