

DEVELLA RENEE TEEGARDEN

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OBJECTIVE

- Computer Networking major seeks career related experience utilizing knowledge and proven technical skills gained through coursework. Possess US Military clearance

PROFILE

- Familiar with MS-DOS, Microsoft Windows, Microsoft Word, Microsoft Excel, and Microsoft Outlook.
- Knowledge of PC setup and installation, as well as various peripherals, data entry, and file updating.
- Experienced in system-operations training, collections, web administration, and customer service.

EMPLOYMENT

Summitomo-Yokaitchi 1998-2000

Shipping and Receiving

- Responsible for various shipping functions, including sorting and packing.
- Used scanning technology to record shipping and receiving data.
- Filed numerous documents and delivered special orders.

EDUCATION

- Eastern Kentucky University, Richmond, KY 2006-Present
- Major: Computer Electronic Networking, Cumulative GPA: 3.250/3.3 Major GPA
- Anticipated Graduation: May 2009
- Courses included: Calculus, Electronics, A+, Network +, Communications,
- Java and Visual Basic Programming.
- Software Skills: MS Office (Word, Excel, PowerPoint) some Access

Honors/College Leadership:

- President, EKU Chapter of the National Association of Industrial Technology.
- President's List (4.0 GPA) – spring 2007
- Dean's List, (3.5 + GPA) –spring 2007

MILITARY

United States Army, Friedberg/Germany 2000-2005

Training NCO

- Supervised a squad of eight; duties included training and record keeping.
- Earned various awards for excellent service.
- Graduate of numerous leadership and management programs.