

# Ivan A. Jobe

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## SUMMARY OF QUALIFICATIONS

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- Project management and consulting experience primarily focused upon non-profit government-related projects, requiring quick turnarounds and extensive troubleshooting
- Proven skills in planning, strategy development, and knowledge of customer and client business processes
- Possess excellent team-building and management skills with demonstrated success, offering critical resources to organizations
- Recognized by peers and professors for creating high-performance teams

## EDUCATION

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**The University of Georgia**, Terry College of Business Athens, GA  
*Bachelor of Business Administration in Management Information Systems* Expected May 2012

- Major GPA: 3.84/ 4.00; Overall GPA: 3.52/ 4.00
- Financed 70% of college expenses through summer jobs and HOPE Scholarship

## COMPUTER SKILLS

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- **Programming Languages:** Visual Basic, SQL, C, C++, Java
- **Operating Systems:** Windows NT/ 2000/ XP/ Vista, Linux, Unix
- **Database:** SQL Server, MS Access, Oracle
- **Internet:** ASP, VB Script, JavaScript, HTML, XML, Dreamweaver, ASP.NET, Java Server, Perl
- **Software:** JCL, SQL, DB2, MS Visio, MS Excel, MS FrontPage, MS Word

## RELATED EXPERIENCE

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**Financial Network Services, Pty Ltd.** Sydney, Australia  
*Unix Administrator Assistant* Summer 2010

- Operated Unix Hp/Ux 11i in the transferring of files between development and testing regions
- Led team of 4 to configure notebooks and install multilingual software for overseas consultants
- Created user accounts and set permissions and passwords with UNIX - SCO
- Performed hardware maintenance, technical support, and software research

## PROJECT EXPERIENCE

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**Athens Area Humane Society** Athens, GA  
*Systems Analysis and Design Class* January 2010 - June 2010

- Served as a project team leader and developed a database to track the adoption of animals
- Designed website that allowed viewing of specific animals for adoption
- Used Visual Basic to set up the user interface
- Incorporated Java, HTML, and Flash interactive web site; *Web Site Link: [www.aahumane.gov](http://www.aahumane.gov)*

## ADDITIONAL EXPERIENCE

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**Pi Kappa Alpha Fraternity, Alpha Mu Chapter** Athens, GA  
*Risk Manager* September 2010 - Present

- Regulate and ensure the compliance of campus and chapter safety rules and regulations for 85 members
- Handle regulation violations and distribute appropriate sanctions
- Coordinate educational programs to proactively avoid possible risks

*Treasurer* September 2009 - May 2010

- Managed comprehensive budget of \$55,000+ and allocated funds as needed
- Handled all transactions and purchases and ensured proper account balances

**Self-Employed Lawn Service** Roswell, GA  
*Lawn Maintenance* Summers 2005 - 2008

- Established and retained customer base in local neighborhoods
- Gained experience establishing a small business

## HONORS & INVOLVEMENT

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- Society for Management Information Systems, *Member*; Intramural football and softball, *Participant*
- HOPE Grant Scholar Recipient; Dean's List; Presidential Scholar