

Douglas M. Martin

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Objective

To contribute meaningful work in an internship environment while assisting a firm in accomplishing its organizational mission and achieving its goals.

Education

University of Houston, Houston, TX 77204
Major: Information Systems Technology
Cumulative GPA 3.85 Major GPA 3.90

Skills and Capabilities

Excellent oral and written communicator. Experienced in the use of MS Office (including Word, Excel, PowerPoint, and Access), Visual Basic, Macromedia Dreamweaver, and Adobe Photoshop. Currently taking courses in VB.NET, Flash MX, network systems, system analysis and design, and database management.

Honors

- Honor Society of *Phi Kappa Phi*
- *Golden Key* International Honour Society
- College of Technology Dean's List 2001-2003
- *St. Basil Scholarship* Recipient

Experience

St. Anne Catholic Church, Houston, TX (June 1998 to present)
Weekend Facilities Manager

- **Supervise** weekend personnel in setting up, cleaning, and maintaining areas of the property as needed.
- Make frequent use of the parish's web-based facilities calendar and e-mail system to retrieve and update scheduling information.
- Perform campus security responsibilities.
- Respond to unexpected requests from the staff and the clergy.

University of St. Thomas, Houston, TX (September 1998 to December 1999)
General Office Representative

- Assisted university faculty and staff with preparation of instructional materials.
- Entered data into student information system for production of ID cards.
- Distributed mail to all university employees and supplied departments with office products as requested.

Sophomore Advisor *Volunteer Position* (January to May 1999)

- Planned and implemented residence hall programming.
- Resolved resident conflicts through mediation.
- Served on **hall council**.
- Performed help-desk duties when needed.

Kidventure Camps, Houston, TX (May to August 1999)
Counselor

- Directed campers in physical and artistic activities.
- Performed administrative duties during drop-off and pick-up times.
- Composed activity schedule at the beginning of each week.