

Jennifer Butt

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Objective: To pursue an internship for the summer of 2001 that utilizes my education in biotechnology and information technology.

Education: JAMES MADISON UNIVERSITY – Harrisonburg, VA
‡ Anticipated graduation date: May 2002
‡ B.S., Integrated Science and Technology
‡ Concentrations: Biotechnology and Information Knowledge Management
‡ GPA – Overall: 3.075, Major: 3.316

Computer Skills:

Windows 95, 97, 00	Microsoft Excel 97, 00	Microsoft Word 97, 00	Microsoft PowerPoint 97, 00
Visual Basic	ProModel	Stella	Netscape, Internet Explorer
JMP IN	Macromedia Director 8	Macromedia Flash 5	Macromedia Fireworks 3
LabView	Neuro-Shell 2	WinEXSys	Microsoft FrontPage 97, 00
Active Server Pages	HTML	Adobe Acrobat	Corel v10.0

Professional Experience:

‡ General Clinical Research Center: University of Virginia Medical Center – Charlottesville, VA. May 2001 to August 2001.
SYSTEM ADMINISTRATION ASSISTANT – INTERNSHIP: Assisted doctors and nurses with computer use and troubleshooting. Installed hardware and software for Windows 95, 98, and 2000 machines. Networked both computers and printers. Researched about Internet faxing, and wireless capabilities of Palm devices. Coded in ASP for web page. Used Adobe Acrobat to create interactive web forms. Created marketing presentation for patient recruitment. Took and manipulated digital still photographs for web page and marketing presentation.
‡ James Madison University: College of Integrated Science and Technology – Harrisonburg, VA. January 2000 to present.
TEACHER'S/LABORATORY ASSISTANT: Assist with Biotechnology laboratories. Directly supervise 21 students during laboratory session. Attend weekly laboratory preparation meetings. Grade completed lab reports from students. Answer student questions.
‡ United States Parachute Association – Alexandria, VA. June 2000 to January 2001.
ASSISTANT DIRECTOR OF GROUP MEMBERSHIP & GOVERNMENT RELATIONS: Managed information for 300+ Skydiving Centers. Processed, entered, and manipulated data into Aztech database. Created monthly statistical reports. Created and edited Microsoft Word/Excel documents.
TIM/SMI COORDINATOR: Processed and entered data/applications into Aztech database. Manipulated Aztech database for online membership verification. Created and edited Microsoft Word documents. Stuffed and labeled weekly and monthly mailers.
‡ James Madison University: Office of Residence Life – Harrisonburg, VA. August 1998 to May 1999.
RESIDENT ADVISOR: Managed a floor of 48 freshman girls. Attended monthly additional training sessions. Met weekly with staff and hall director. Programmed for residents in 7 dimensions of the wellness wheel. Maintained paperwork. Pulled night duty once or twice a week.
‡ CVS Pharmacy – Springfield, VA. June 1998 to August 1998.
PHARMACY TECHNICIAN: Functioned as a receptionist and clerk as well. Provided customer service, filled prescriptions, worked with CVS computer programs, answered phones, greeted customers, and discussed medications with patients to ensure understanding.
‡ Burke Veterinary Clinic - Burke, VA. January 1995 to November 2000.
VETERINARY ASSISTANT/RECEPTIONIST: Maintained the kennel, walked dogs, monitored patients in the hospital, answered phones, attended veterinary seminars and learning clinics, groomed animals, performed clerical work, assisted with surgeries and other medical procedures, managed supplies and ran laboratory tests.

Extracurricular Activities:

‡ Association for Women in Science – Fall 2000 to Present. Participation includes monthly meetings and lectures.
‡ Billiards Club – Fall 1998 to present. Participation includes monthly school wide tournaments and a yearly regional tournament.
‡ Integrated Science and Technology Honor Society – Fall 1999 to Present. Participation includes tutoring students, volunteer work and monthly meetings.

‡ Virginia Biotechnology Association – Fall 1998 to Present. Participation includes monthly meetings and lectures.

‡ Skydive Orange Club – May 1999 to Present. Participation includes service projects, skydiving, and meetings.

Honors/Awards:

‡ Dean's List: Fall 98, Fall 00

‡ ISAT Foundation Scholarship Recipient: 99

References:

Available upon request