HOLLY **BUTLER**

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Summary of Skills

- Java Programming
- HTML, CSS
- Visual Basic
- SQL (in progress)
- NetBeans
- Notepad++

- Textpad
- Visio
- Microsoft Office Suite
- Project Leadership
- Technical Writing
- Strong Presentation Skills

Education and Training

Bachelor of Science: **Computer Management and Information Systems**   **2015**
Southern Illinois University of Edwardsville (SIUE)   Edwardsville, IL
GPA: 3.5

Associate of Science   **2013**
Southwestern Illinois College   Belleville, IL
GPA: 3.4

Work Experience

Server   **06/2013 to Current**
The Wheelhouse   **Clayton, MO**

- Provide excellent customer service with friendly, personable attitude to all guest
- Answer customers request promptly and coordinate swift resolutions for unsatisfied customers
- Train incoming severs about all aspects of the position to ensure a smooth transition into the server team

Hostess   **06/2013 to 03/2014**
Gringo   **St.Louis, MO**

- Warmly greeted guests and handled seating arrangements
- Scheduled group reservations in order to maximize restaurant seating and coordinate with staffing schedule
- Assisted other co-workers as needed (run food,buss tables, etc.)

Financial Aid Student Worker   **08/2010 to 05/2013**
Southwestern Illinois College   **Belleville, IL**

- Processed incoming/outgoing mail, then scanned and linked documents into database
- Effectively serviced students on telephone and in person
- Audited financial documents for completion
- Safeguarded students personal documents in compliance with FERPA

Affiliations and Accomplishments

Association of Information Technology Professionals (AITP) - Member
William E. & Florence Schmidt Memorial - Art Scholarship
Intern - Schmidt Art Center (Aug 2011 - July 2012) 40+ hrs.
SWIC Dean's List
SIUE School of Business Dean's List