

James Ryan Hutson

jahutso@siue.edu

Mobile: 618-340-0442

EDUCATION

Southern Illinois University Edwardsville (SIUE)

12/2012

Bachelor of Science - **Computer Management and Information System**

GPA: 3.06

RELATIVE COMPUTER COURSEWORK

Information Systems for Business Management —SIUE

08/2011 – 12/2011

Information Technology: Hardware System & Software — SIUE

08/2011 – 12/2011

Database Design (MySQL) —SIUE

01/2012 – 05/2012

Java Programming for Business – SIUE

08/2010 – 12/2010

Structured System Analysis – SIUE

08/2009 – 12/2009

Visual Basic Programing – SIUE

08/2009 – 12/2009

Computer Concepts and Applications – SIUE

01/2009 – 05/2009

Introduction to Computing I & II (C++) – SIUE

08/2007 – 05/2008

WORK EXPERIENCE

Host/Busser

08/2011 - Present

TGI Friday's

Fairview Heights, IL.

- Gained Experience working with the public in a restaurant setting by greeting customers, taking orders, serving orders in a timely manner, cleaning tables, and in general working towards the goal of satisfying the customer
- Learned how to deal with customer inquiries, complaints, and other problems effectively using good judgment and communication skills

Loss Prevention Officer

12/2008 – 04/2011

J.C. Penney Corporation

Fairview Heights, IL.

- Responsible for implementing the various procedures of loss prevention and asset protection learned during my certification process.
- Ensured that the store did not incur catastrophic loss due to criminal activity by observing customers while in the store and approaching them based on proof of criminal activity
- Acquired knowledge of rules, procedures, and operations that applied to my duties assisting in internal investigations and observation of customers and employees at the store.
- Performed clerical/office work such as preparing and editing documents, filing and organizing records, screening phone calls, creating case reports, and helping customers of the store.

Busser/Food Runner/Server
Carlos O' Kelly's

04/2006 – 11/2008
Fairview Heights, IL.

- Gained Experience working with the public in a restaurant setting by greeting customers, taking orders, serving orders in a timely manner, cleaning tables, and in general working towards the goal of satisfying the customer
- Learned how to deal with customer inquiries, complaints, and other problems effectively using good judgment and communication skills

SKILLS

- Proficient in the use of personal computers and very familiar with Microsoft Office (Word, Excel, PowerPoint), Microsoft Visual Basic, and Windows Operating Systems (XP/Vista/7).
- Enjoy disassembling and reassembling computers and laptops.
- Experienced clerical/office work, such as preparing and editing documents, maintain files and records, and screening telephone calls.
- Type more than 50 words per minute (WPM).
- Familiar with the Spanish Language.