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# **Sharon Hutchinson**

00000 Oakhurst  
Austin, TX 78000  
512/000-0000

## **WORK HISTORY**

May 1988— **TeleDynamics, L.L.P.**  
Present

### *Job titles*

- System Administrator (1993–Present)
- Data Processing Manager (1989–1993)
- Data Entry/Computer Operator (1988–1989)

### *Accomplishments*

- Assisted controller with conversion of manual purchase order and accounts payable systems to a software program and linked all modules to the general ledger module.
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- Instrumental in decision to interface Windows applications with Novell network and accounting system.
- Assisted Controller and outside auditors with two bank audits.
- Upgraded shipping system to integrate with accounting system—project on-line on schedule.

### *Responsibilities*

- Administer the day-to-day operations of a Novell 3.12 LAN with 23 PCs using MS-DOS and Windows applications.
- Close accounting system for month and year end processing.
- Assist employees with questions on customer service, company procedural issues and computer operations.
- Coordinate hardware and software upgrades.
- Assist controller with month-end reconciliation of inventory, accounts receivable, and accounts payable.
- Train users on Windows applications, new shipping system, and custom enhancements to accounting software.

May 1986— **Smith Produce—Computer Operator**  
Mar. 1988

- Assisted in conversion of manual order entry and inventory systems to computerized system.
- Reconciled cash and made daily back deposits.
- Responsible for all system administration and monthly backups and generating monthly reports to be sent to parent company in Houston.

1985–1986 **Other Part-Time Employment**

Held part-time and temporary positions as sales clerk, clerical and receptionist/courier to help finance my education.

## **TECHNICAL SKILLS**

- Novell 3.12
- MS-DOS
- Microsoft Windows 3.1 & 3.11
- Excel 5.0
- Word 6.0
- Working knowledge of Foxpro for MS-DOS

## **EDUCATION**

*Jan. 1996–* Austin Community College (ACC)  
*Present* Area of study: Computer Information Systems—Local  
Area Network

*Sept. 1985–* University of Texas at Austin  
*Aug. 1987* Area of study: Business Administration  
*Jun. 1988–*  
*May 1989*

## **REFERENCES**

Furnished upon request