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Cynthia A. Gajarsky A.S.

e-Portfolio:
www.personal.psu.edu/cag229

Objective To use a combination of my knowledge and training while developing additional skills in the Information Technology field. Particularly interested in a position expanding my horizons.

Experience 2006-Present IT Department Sharon, PA

IST Internship/IT Work Study Participant

Attend training seminars dealing with updates within the Penn State Shenango system, oversee computer tutoring, assist faculty, staff, and students with technical issues, maintain and update computer labs on campus, set up for video & telephone conferencing, repair PC's, repair and assemble patch cables, assisting with launch of image documenting, organize files, maintain multiple databases, perform presentations on campus dealing with technology issues.

IST Internship Project – Web Design Plus

Provide faculty and staff members of Penn State Shenango with web pages to be displayed at the Penn State Shenango website, and to educate participating individuals with the skills to update their personal pages in the future. In addition, capture digital images of campus related events for campus use.

2005-Present PSU Learning Center Sharon, PA

Tutor

INFORMATION, PEOPLE AND TECHNOLOGY

The use, analysis and design of information systems and technologies to organize, coordinate, and inform human enterprises.

SEMINAR IN INFORMATION SCIENCES AND TECHNOLOGY

Introduction to academic requirements, career planning, and information literacy for students majoring in the School of Information Sciences and Technology.

PC HARDWARE BASICS

Preparation for PC hardware support: Students learn data recovery and how to build, configure, upgrade, troubleshoot, diagnose, and repair PC's.

NETWORKING ESSENTIALS

Concepts for peer-to-peer and server-based network: International Organization for Standardization-Open Systems Interconnection (ISO-OSI) reference model, industry standards, troubleshooting, performance monitoring, and optimization.

INTRODUCTION TO SYSTEMS ANALYSIS AND DESIGN

Introduction to systems analysis and design, stressing the process of requirements acquisition, specification, design, and implementation.

ORGANIZATION OF DATA

Introduction to concept of databases including the storage, manipulation, evaluation, and display of data and related issues.

NETWORKING AND TELECOMMUNICATIONS

Introduction to digital network topologies; transmission media, signal modulation, digital packet switching and routing, systems integration, communications management, and security.

NETWORK ADMINISTRATION

Administering peer-to-peer and client/server networks: Planning, installation, server configuration, resource management, remote access, performance monitoring, and optimization.

ADVANCED NETWORK ADMINISTRATION

TCP/IP planning, installation, configuration: IP addressing, subnetting, routing, Dynamic Host Configuration Protocol (DHCP), Windows Internet Naming Service (WINS), address/name resolution, Domain Name System (DNS); database, web, mail server management.

NEW MEDIA AND THE WEB

Introduction to how the World Wide Web utilizes emerging technologies. Students acquire conceptual understanding of constructing Web sites.

MICROCOMPUTER APPLICATIONS IN BUSINESS

Introduction to current business uses of the microcomputer, including spreadsheets, database management, word processing, and decision-making models.

INTRODUCTION TO BUSINESS INFORMATION SYSTEMS

Introduction to the use of information systems in business organizations.

Education	2007-present	Penn State University	Sharon, PA
		Information Science and Technology	
		4 IST Info Technology Option	Expected Graduation: <i>May 2009</i>
	2004-2006	Penn State University	Sharon, PA
		Information Science and Technology	<i>GPA: 3.69</i>
		2IST Networking option	Graduation: <i>May 2007 (IST & Campus Honors)</i>
	2003-2004	TCTC Adult Training Center	Lordstown, OH
		Patient Care Technician	
		650 hours, 100 hours Internship at St. Joseph's Health Center Emergency Care	
		Perfect Attendance & Academic Excellence	GPA: A
Honors & Activities		IST Advisory Committee Member 2006 - present	
		Computer & Technology Club – President 2006-present	
		Manage and oversee all club meetings, committees and events	
		Oversee tutoring service offered	
		Attended Leadership Conference at PSU Altoona – Summer 2006	
		Panelist member – Fall 2006 Orientation	
		SGA House of Representative Member	
		Technology Fair	
		Responsible for participating in the overseeing and planning of the fair, file proper protocol according to PSU Student Activity Standards, meeting and greeting all vendors, organizing media coverage, promotion to local area high schools.	
		Blue & White Society – President 2007-2008	
Other Experience		Manage and oversee all club meetings, committees and events	
		SGA House of Representative Member	
		Lion Ambassador – Member 2006-present	
		Webmaster	
		Honors Club/Program – Member 2006 - present	
		Participate in fundraising	
		Thon – Committee Member 2006-2007	
		Charity Ball – photographer	
		Participate in THON dance off	
		Perkins Grant Committee – Committee Member – Student Representative 2006 - present	
		Participate in fund request/approval process pertaining to the 2-year programs on campus	
		Participate in overall process of Business Tea Event	
		Volunteer Hours – 150 hours	
		Various events on campus.	
		Tutoring	
		Information Technology Department	
	2005-2007	Sharon Regional Health System	Sharon, PA
		Nationally Certified Level II Phlebotomist	
		Responsible for: Collection of specimens from all ages, in patient and outpatient settings, and transportation of specimens to the lab. Inventory of supplies, office procedures, and receiving physician request orders via telephone.	
		Certifications: American Society of Phlebotomy Technicians, STNA, CPR, Emergency Care.	
	2000-2004	Lifetouch Inc.	Niles, OH
		Photographer/Lead Sales Associate	
		Responsible for: photography sessions, portrait package presentations, handling financial transactions, acting manager when needed, filing incoming photographic orders, maintained daily operations of equipment, handled customer relations.	

References: Available upon request

