

Cathy Michaels

Email Address: kayshahnazevers@sbcglobal.net

Website: <http://www.animecentral.net>

Objective

Temporary or part-time work that provides supplemental income through data entry/editing position, preferably with the option to work from home.

Education

Bachelor of Business Administration – University of Texas at San Antonio

Major in Information Systems

Graduation Date: August 13, 2005

Cumulative GPA: 3.45; Major GPA: 3.7

Studied Japanese for 4 semesters

Experience

Web Application Developer for [Sinclair Customer Metrics](#) (08/2004 – Present)

900 Isom Suite 110 (Administrative Office)

San Antonio, TX 78216

- Fulfill requests from Account Managers for online templates
- Develop web applications to help managers track and maintain important information (listings and descriptions of this work can be found at <http://www.ssanet.com/cathy/>)
- Current work involves using SQL Server 2000, MS Access, ColdFusion, Macromedia Homesite, Crystal Reports, JavaScript, HTML, and CSS.

Call Center Specialist for [Sinclair Customer Metrics](#) (06/2001 – 08/2004)

10715 Gulfdale Suite 140 (Call Center)

San Antonio, TX 78216

- Data Entry (taking calls and entering faxes)
- Quality Control (editing assessments)

Received more responsibilities in October 2003:

- Supervised and trained employees
- Helped implement quota policy
- Coordinated work flow
- Produced bi-monthly newsletter

Activities

Dimensional Hammer Otaku Society (Japanese animation club)

Member since March 2000

Manager from January 2003 – June 2006:

- Produce monthly newsletter
- Present monthly announcements
- Plan club events, such as parties, meetings, etc.

Miscellaneous

- Seeking part time work only
- Available for work during evenings and weekends.