

# Vivek Nalabolu

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- OBJECTIVE** To obtain an internship as a network administrator, programmer, or an information systems analyst.
- EDUCATION** Bachelor of Arts, Information Systems, E-Commerce, June 2007  
University of Toledo – Toledo, OH
- RELEVANT SKILLS**
- Proficient Languages: HTML, XML, C/C++, VB.NET, SQL, JAVA
  - Proficient Applications: Adobe Acrobat, Photoshop 5.0/6.0, Visual Studio 2003, AutoCAD, Office 2000/XP/2003
  - Proficient Operating Systems: Windows 98SE/ME/2000/XP
- EXPERIENCE**
- University of Toledo, OH. October 2004 – August 2005**  
15-20 hrs/wk while attending college full-time  
As a Librarian and Computer Technician my duties included shelving books, helping students locate books, fixing problems on the computer with book checkouts, updating the system when missing books are located.
- Dayton Pain Specialists Inc., Dayton, OH**  
**June-August 2000, 2001 and 2002 (summer employment)**  
As a Systems Support Technician my duties included writing programs to make interface easier for the nurses to input patients' information. I also worked as an office manager and performed such tasks as filing documents, dictating letters, faxing documents, answering phone calls, and typing papers.
- Honey Baked Ham Co., Dayton, OH**  
**December 2001 and 2002 (seasonal employment)**  
As a Holiday Employee my duties included glazing, wrapping, weighing, and boxing the hams. I also worked in the refrigerator to arrange hams for in store purchase.
- ACTIVITIES**
- Eagle Scout – Boy Scouts of America
  - Black Belt – Taekwondo
  - Habitat for Humanity – University of Toledo
  - Active in many Intramural Sports on campus