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Principia College
Elsah, IL 62028
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- OBJECTIVE** Gain more professional experience in either Management Information Systems (MIS), Marketing and/ or Advertising by working in large business cooperation.
- EDUCATION** **PRINCIPIA COLLEGE**, Elsah, IL
Business Administration major, Management Information Systems (MIS) minor, June 2002.
GPA 3.2/ 4.0
- COURSE WORK** Business: Financial Accounting, Managerial Accounting, Marketing, Advertising, Management, Business Law, Micro and Macro Economics.
Computer Science: Introduction to Programming, Data Structures, Advanced MIS (Management Information Systems), Database Management, Software Engineering

Other: Graphics Production, Website design.
- COMPUTER SKILLS** Hardware: PC, Macintosh
Languages: SQL, C++, COBOL, HTML, JavaScript
Operating Systems: Windows 95, 98 NT, Macintosh
Applications: Microsoft Access, Oracle, Word, Excel, PowerPoint, WordPerfect, Microsoft Visio, Quark Express, Adobe Photoshop, Paint Shop Pro, Illustrator, Dreamweaver.
- EMPLOYMENT EXPERIENCE**
- 1999- Present **Principia College**, Office Assistant, Personnel Office, Elsah IL.
- Manage student worker employment files
 - Advise student workers on filling out tax forms
 - Answer phone calls, type letters, and process payroll records.
- 1999-2001 **Principia College**, Switchboard Operator and Telephone Technician, Computer Information/ Telecom Department, Elsah, IL.
- Answering and direct phone calls from public and direct to appropriate departments.
 - Programming phone system for the different rooms on campus.
 - Repairing minor phone problems
- 1998-1999 **Principia College**, Store Assistant Manager College Bookstore, Elsah, IL.
- Assist customers in making product selection.
 - Conduct cash and credit transaction
 - Monitor inventory and replenish merchandise
- ACTIVITIES** PRINCIPIA COLLEGE
- 2001- present **Black Student Union**, President
- Conduct meetings, organize campus wide activities.
 - Create and monitor budget.
 - Work with college administration in areas varying from organizational recruiting, funding, and activity planning.