

JAMES HUSTED

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HIGHLIGHT OF QUALIFICATIONS

- Ethical, mature, professional, and motivated to succeed
- Strong oral and written communication skills
- Works well with a team or individually

EDUCATION

- Western Washington University (WWU)** Bellingham, WA 2004 – Current
- **Bachelor of Arts, Double Major:**
 - *Business Administration* with Management Information Systems focus
 - *Accounting/ Computer Science*
 - **Master of Business Administration**
 - Graduation: June 2010

WORK EXPERIENCE

- WA State Auditor's Office** Bellingham, WA June 2008 – December 2008
Audit Intern
- Evaluated accounting information systems of various governmental entities for completeness and security
 - Designed testing templates for disbursement accountability testing
 - Analyzed extensive databases for significant trends and potential problems
 - Maintained excellent entity relationships, securing trust and confidence while providing thorough and timely service
- WWU - University Residences - ResTek** Bellingham, WA 2005 – 2007
Consultant/Public Relations Representative
- Assisted students connect to and understand the residential computer network and how to best maintain a safe network environment
 - Helped to ensure the integrity of the network by providing virus support
 - Worked closely with other consultants in a team setting to troubleshoot and predict possible future difficulties then created public documentation to help students prevent problems
- EastAlco (ALCOA, Inc)** Frederick, MD Summer 2005
Safety Administrative Assistant
- Created and organized safety documentation resulting in faster, easier online viewing for both training and incident resolution
 - Designed user-friendly interface for ease of document retrieval

HIGHLIGHT OF SKILLS

- Extensive experience in Microsoft Word, Excel, Access, PowerPoint and SharePoint
- Experience in web page design and maintenance
- Hands-On experience in the day-to-day management of a small business
- Experience with accounting information systems: governmental and private business
- Classroom knowledge with C++, HTML/XHTML, CSS, Ada95, SQL, PHP, Visual Basic, Perl, Python, and Ruby.
- Classroom experience with database development and administration