

Amy E. Hissom

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OBJECTIVE

To obtain gainful employment as an instructor of computer technology, utilizing interpersonal and leadership skills with room for advancement.

SKILLS

- Management and coaching of personnel
- Strong decision maker
- Multitasking and problem solving
- All Microsoft Office Applications
- Internet/Web research
- Computer Assembly & Configuration
- Website Design/ Dreamweaver/HTML/XML/CSS/PHP/ASP/Flash
- Digital Photography
- Inside/Outside sales
- Typesetting
- Database Management
- Powerful communication skills both verbal and written
- Team player, able to carry out organizational mandates and objectives
- Possesses a strong work ethic in pursuit of excellence
- Highly adaptable to change

EDUCATION

2005 - Present **Kent State University** East Liverpool, OH
Computer Technology/Multimedia Website Design Concentration
Associate of Applied Business in Computer Technology – 2009
Bachelor's Degree in Computer Science – 2011
Currently working on Master's Degree in Technology – I was accepted into the Masters of Technology Graduate Program prior to obtaining my Bachelor of Science Degree.

1985 **East Liverpool High School** East Liverpool, OH
Vocational and General Studies
Diploma

EMPLOYMENT

2005 - Present **Website Design and Maintenance** East Liverpool, OH
Home Business
Duties: Design and maintain Websites based on the needs of client businesses and organizations.
Key Projects:

- [Western Beaver County School District, Midland, PA](#)
- [Thompson Park, East Liverpool, OH](#)
- [Jefferson County Chapter of the Ohio Genealogical Society](#)
- [D.R.E. Walls, East Liverpool, OH](#)
- [Jeffrey S. Caldwell, D.M.D, East Liverpool, OH](#)
- [Perks Crafts, Toronto, OH](#)
- [Bruce J. Gunning, CPA, Kent State University](#)
- [Toronto High School Alumni Association](#)
- [Didion's Mechanical](#)
- [The Didion Separator Company](#)
- [Ohio Valley Herbal Products, Inc.](#)
- [The Ups of Downs, Tri-State Down Syndrome Support Group](#)
- [Swearingen Dental Care](#)
- [The Tri-State Area Citizens' Scholarship Foundation - Dollars For Scholars®](#)
- [Ohio Puppy Connection](#)

Currently Working On:

- [Kent State University East Liverpool Digital Archive Project \(Test Site\)](#)
- [Ohio Valley Homespuns](#)
- [The John Washington Lodge #92 Prince Hall Free and Accepted Masons](#)

2004-2005 **Crockery City Square/Headpin Lanes** East Liverpool, OH

Family Owned

Duties: Overall running of the business which included; opening, cleaning, cooking, attending the bowling lanes, running two cash registers, sales, customer service and troubleshooting.

2003-2004 **Alliance Temporary Staffing** Lisbon, OH

Lisbon Office Branch Manager

Duties: Recruited employee candidates to work in Alliance Staffing's client companies, worked with human resource managers of the client companies in placing employee candidates and to ensure good employee attendance, designed company attendance policies and various forms, conducted employee interviews, faxing, filing, operated copiers, database management, customer service, background checks and Internet research.

2000-2003 **Baronzzi's (Papa's) Fuel Stop** Lisbon, OH

General Manager

Duties: Customer service and relations, hiring of new employees, money handling, invoicing, multitasking, stocking and inventory, procedures related to cash, checks, traveler's checks, comcheck and comcards, credit and debit cards, cash management including cash register balancing before and after each shift, along with making deposits, generated monthly bill statements for all customer credit accounts and handled all customer complaints.

1999-2000 **Alliance Temporary Staffing** Lisbon, OH

Regional Sales Manager

Duties: Recruited companies to obtain their employees through Alliance Staffing's temporary services and worked with recruited client companies to ensure good employee attendance, designed company attendance policies and various other forms, conducted employee interviews and helped with the recruiting of employee candidates. I increased company sales for Alliance Staffing by \$100,000.00+.

ADDITIONAL EXPERIENCE

From April to May of 2005 I taught a Digital Photography class for Kent State University's East Liverpool Campus.

References available upon request