

Milana Nastetskaya

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EDUCATION

SUNY Institute of Technology at Utica/Rome Marcy, NY

Bachelor of Science, Computer Information Systems,

05/99 GPA 3.2

Onondaga Community College Syracuse, NY

Associate's of Applied Science, Business Administration,

12/96 GPA 3.6

Music College Kiev, Ukraine

Music teacher certified, Music Theory and History,

05/92 GPA 3.7

RELEVANT COURSES

Web Programming - CGI/Perl-UNIX

PASCAL programming

C programming

Intensive C

Programming Methodology in C

UNIX environment

Database Management

COBOL

COMPUTER SKILLS

Languages

CGI/Perl, HTML, C, Pascal, MS Access 97, JavaScript, VRML 2.0, FoxPro 2.6, Cobol, Prolog, APL

Operating Systems: Windows NT/95/98, UNIX, MS-DOS 6.

Applications: Microsoft Outlook, WordPerfect 5.1 - 7.0, Microsoft Office 97, Microsoft Works 4.0, Outlook Express, Adobe PageMaker 6.5

OTHER SKILLS

Excellent communications skills

Fluent in Russian, Typing 60 wpm

PROJECTS

Web Design: Developed many web sites for private clientele and work-related. Perl programs are used for searches, site administration, forms processing, password protection, database utilities and more. Listing of original web sites is available on-line.

Programming Methodology: Implemented a mini Database written in C which allows users to Insert, Delete, Sort and Search entries.

Internship: Designed two database prototypes in Microsoft Access 97 - for Periodicals Distribution Business & Phone Messages maintenance system.

EXPERIENCE

01/99 - Present **Utica First Insurance Company** Utica, NY

- Web Site development in CGI/Perl/UNIX and maintenance
- User Support and training on Internet, E-Mail, MS Office
- Designing training tutorials and manuals.

08/98 - 01/99 **National Kidney Foundation** Syracuse, NY

- Database System maintenance and revision (FoxPro 2.6)
- Web Page development and maintenance
- Windows NT / LAN management
- Computer user support in various applications

05/98 - 08/98 **Capraro Technologies Inc.** Utica, NY

- Designing Database Projects in Microsoft Access
- Creating Virtual Reality scenes in VRML 2.0
- File Management in Windows NT
- Web Research & maintenance of VRML development information

07/97 - 05/98 **Oneida Silversmiths** Sherrill, NY

- Telemarketing: Order taking, Computer Processing and Upselling