Mont A. Neer

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EDUCATION
Appalachian State University, Boone, NC
Bachelor of Science in Business Administration   May 2022
    Major: Computer Information Systems
    GPA: 3.53

TECHNICAL SKILLS
- Certified in Microsoft Office Suite: Excel, Access, Powerpoint, Word   May 2019
- Proficient with SQL and Python technical languages
- Basic knowledge of HTML coding

RELEVANT COURSEWORK
Information System Project, Appalachian State University   Spring 2022
- Created a working information system for local retail business using rapid application development, ensuring quality assurance and accurate system implementation
- Partnered with classmates to delegate tasks, create solutions, and solve problems by communicating regularly and acting proactively
- Utilized Microsoft Office Suite (Excel, Access, Word) to organize project timeline, document progress, schedule meetings, and ensure all components were completed in a timely manner

Database Management, Appalachian State University   Fall 2021
- Applied relational database methodology to structure information and gain insights about datasets
- Retrieved data from databases using SQL language to stream processes and manipulate data effectively
- Prepared data for analysis by cleaning data sets and labeling raw data in Microsoft Excel

RELEVANT EXPERIENCE
Information Technology Services, Appalachian State University
Intern   August 2019 – Present
- Communicate with students, faculty, and staff to troubleshoot and resolve technological issues such as forgotten passwords, granting permissions, and managing hardware changes
- Manage campus client systems with SCCM and Jamf Pro to provide relevant updates, and automate administrative processes on Apple and Microsoft devices
- Develop procedures to aid in automating systems and processes to increase operational efficiency
- Collaborate with co-workers on large-scale projects such as creating a system for assigning team tasks

LEADERSHIP AND INVOLVEMENT
Association of Industry Technology Professionals, Appalachian State University
Treasurer   August 2021 – Present
- Utilize Microsoft Excel to manage club finances and the flow of money to pay for events and refreshments at club meetings
- Organize a fundraising event with executive board members which raised over $2000 to help local students set up wireless networks in their homes
- Recruit interested students to join the organization by relaying information about the organization and discussing the benefit of joining

Member   January 2020 – May 2021
- Created and presented a strategy to the executive board to bring more alumni to speak to the organization
- Participated in events to help the larger Boone community such as community cleanup, fundraising events, and providing technological support