

Missy Mirowski

Systems Analyst/Programmer Expert

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970-420-4268 📞

Recent Masters Graduate excited to get back in the workforce

WORK EXPERIENCE

Systems Analyst/Programmer

Ace Info Solutions - USDA

09/2014 - 09/2020, Fort Collins, Colorado Application Development Company - Government Contracts

Subject Matter Expert

- Supported over 300 employees with all Onboarding/Offboarding Tasks
- Recruitment/Interviewing/Training
- Full IT Responsibilities - Help Desk
- Systems Administrator
- Program Management
- Worked closely with Federal agencies including ICAM, CEC, and OPM, FEMA, USAF

Procurement Coordinator/Purchasing

Hewlett Packard/Agilent Technologies

02/1993 - 02/2001, Northern Colorado - multiple locations

Computer and peripheral manufacturing

Achievements/Tasks

- Supported corporate buyers with IT access and maintenance
- Setup EDI system for external supplies and vendors
- Maintained regulatory, required documents - includes proper storage and disposal

EDUCATION

Marketing/Management

AIMs Community College - AAS

09/2007 - 05/2011, Greeley, Colorado

Computer Information Systems

University of Northern Colorado

09/2011 - 05/2014, Greeley, Colorado

Masters of Business Administration

University of Northern Colorado

09/2011 - 11/2020, Greeley,

SKILLS

LRS/Deltek Time Keeping Active Directory

Microsoft O365

Server Accounts, setup and maintenance

JIRA/Confluence VoIP Configuration/setup

Laptop/Mobile Device Deployment and Access

Software Certifications/Installations and updates

Communication

VOLUNTEER EXPERIENCE

Timberline Church and USDA

Windsor/Fort Collins, Colorado

04/2012, Windsor, Colorado 2014 - 2019 Website Design and Maintenance

Tasks/Achievements

- Assisted with church re-model
- Church website Design and Maintenance Volunteered during Windsor's give back day
- Assisted USDA with Sister Mary Alice homeless shelter re-model, paint and clean up
- Assisted USDA with Pollinator Garden installation at CSU Campus

LANGUAGES

Colorado Human

Resource Management

Accounting Resolution

Business Finance

English - Primary

Full Professional Proficiency

INTERESTS

Volunteer Work

Outdoor Activities

Music/Concerts

Higher Education

Spanish

Full Professional Proficiency

Family

Animals

- Human Resource Legal Requirements

IT Business Practices

- Internet Security

Reading