

Denise Kamille Edwards

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Carnegie Mellon University
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United States Citizen

Education **Carnegie Mellon University**, College of Humanities and Social Sciences
Bachelor of Science in **Information Systems**
Concentration in **Global Systems**
Minor in **Japanese**
Expected Graduation in **May 2013**

Related Courses Information Systems Milieux Organizational Behavior
Introduction to Programming Business Communications
Introduction to Data Structures Communication Design
Statistics and Practical Reasoning Intermediate Japanese I

Skills **Programming** Proficient in Java, HTML, CSS; Beginning in JavaScript, MySQL
Software Microsoft Office Suite (Word, Excel, PowerPoint, Visio), Minitab, Gliffy
Design Adobe Photoshop, Illustrator and InDesign, Wacom Tablet
Languages Conversant in Japanese; Beginning in French and Korean

Work Experience **Information Desk Attendant** Apr 2010 – Present
Carnegie Mellon University
❖ Guide students, faculty, and prospective students, by giving directions and answering questions
❖ Promote various student activities by selling tickets, and managing flyers and posters
❖ Manage lost and found items, register, events lists, scheduled activities

Building Supervisor Aug 2010 – Present
Carnegie Mellon University
❖ Supervise the building by conducting routine building checks; supervising events, checking the gym, spa and steam room to see that all follow regulations
❖ Call in any spills or broken facilities that may occur
❖ Manage the custodial services crew and oversee the information desk