

QUENTORIA LEEKS

OBJECTIVE

Seeking a position with a company which will require me to utilize my skills, abilities and experience in the computer field to ensure the company's success

EXPERIENCE

May 30- August 11, 2006

Oak Ridge National Laboratory

Oak Ridge, TN

Summer Internship

- Build a user-friendly, web-based registration and reporting application for the Tennessee FIRST LEGO League (FLL) Tournaments.

August 2003–Present

Fisk University

Nashville, TN

Student Worker/ Administrative Assistant

- Responsibilities included general clerical duties, including filing, typing, data entry, copying, and facsimile. Answered telephone in a prompt, courteous manner, redirected callers and took messages, as appropriate. Used a computer to update documents for students.

June –August 2004

New Life Learning Academy

Nashville, TN

Child Care Assistant

- Assist with managing classroom that consists of 21 School aged children. Provide children with learning experiences that promote their cognitive, social and emotional development. Deliver individualized instruction in all areas of the curriculum. Assist teacher with creating and implementing lesson plans.

EDUCATION

August 2002 – Present

Fisk University

Nashville, TN

- B.S., Computer Science.

- Courses Included:

C++, Operating Systems, Software Engineering, Data Structures and Algorithms, Programming languages, Computer Organization, Database Management, Numerical Analysis , Computer Networks , Special Topics, Theory of Computation

INTERESTS

Swimming, volleyball, modeling, acting, reading, music, and computers.

SKILLS

Windows XP, MS Word, Excel, PowerPoint, Publisher, Outlook, Macromedia Contribute, Dreamweaver , Flash, Fire fox, Website Development, Cold Fusion, HTML, SQL, Internet Proficient, Excellent interpersonal skills, Phone manner, and Office etiquette.