

BRANDY FONTENOT

SOFTWARE SUPPORT SPECIALIST

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(409) - 527-2005

Education Lamar Institute of Technology - Beaumont, Texas
Associates of Applied Science, Business and Computer Information Systems— **4.0 GPA**
Certificate, Software Support Specialist

<i>Certifications</i>	MCAS (Microsoft Certified Applications Specialist) Access 07, Excel 07, Word 07, Power Point 07.	ACA (Adobe Certified Associate) Dreamweaver CS3.	Expert Rating HTML 4.01
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<i>Technical</i>	XHTML	Visual Basic	Quickbooks 08
	CSS	Microsoft Office Suite '07	Windows XP / Vista / 7
	Javascript	Presentation Graphics	Linux

Experience **BADE Web Design | Tech Solutions** 2010
Web Designer/Developer (Freelance)
Redesign and maintain web site for clients using valid code and following accessibility guidelines. Work closely with owner to determine ever changing needs of company and implement changes as necessary.
www.b-a-d-e.com

Sabine Cogen 2008-Current
Administrative Assistant (Contract Employee of Ron Williams)
Provide assistance where needed to Plant Manager, Plant Administrator, O&M Manager, and EHS Manager. Maintain MSDS records and training documents in accordance with company best practices. Build spreadsheets and databases per project requirements. Collect and distribute mail, file, make copies, and perform general office duties.

Cato 2003-2008
Senior Assistant Manager
Provide superior customer service to achieve sales goals. Manage and train team of associates. Prepare weekly schedules to maximize team effectiveness. Perform loss prevention.