

# Omar Vance

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[www.omarvance.com/resume.html](http://www.omarvance.com/resume.html)

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**Objective:** To obtain a position dealing with websites, document publication, or general computer work.

**Education:** Bachelor of Science in Management Information Systems (Emphasis: Programming), May 2000  
Arkansas State University, Jonesboro, AR

## Experience:

### Website Designer

**Community Service Center** Jonesboro, AR May 2011-July 2011  
• <http://www.cscincsite.org>  
• Developed initial website for client and explained how to perform updates

### Website Designer

**Arnold Group Real Estate** Jonesboro, AR July 2003 – Present  
• <http://www.kentarnold.com>  
• Maintain/update website with current real estate listings, images

### Team Leader - Presentation

**Target** Jonesboro, AR July 2005–Present  
• Supervise a team of four and monitor efficiency  
• Responsible for all store resets  
• Create schedules and plans in advance for all transition sets  
• Coordinate with other departments about upcoming sets

### Report Designer

**Davidson Software** Jonesboro, AR April 2005 – December 2005  
• Create functional database reports and forms using Crystal Reports

### Medical Records Clerk

**NEA Clinic (Staffmark)** Jonesboro, AR March 2004 – May 2004  
• File, sort, and pull appointment charts as needed  
• Enter data into EMR system

### Guest Service Manager/Coordinator

**Hastings Entertainment** Jonesboro, AR November 2002 – July 2005  
• Keyholder  
• Interviewing/Hiring/Training  
• Scheduling  
• Supervise counter managers  
• Customer service  
• Order/install new POS equipment as needed

### “Wavelengths” Designer

**KASU-FM** Jonesboro, AR March 2000 – August 2003  
• Assemble publication and deliver to printing department  
• Maintain spreadsheet data of station contributors

## References:

Lillian Coffman	Former manager of Babbage’s	(870) 219-2280
Ruth Baker	Co-worker of more than two years at Hastings	(870) 935-3658
Samantha Tucker	Executive Team Leader at Target	(870) 934-9661