

Alan McMillan

Phone: 407-583-7290

Email: amm15v@my.fsu.edu

EDUCATION

B.S., Florida State University, Tallahassee, Fl

May 2020

Major: Economics

Minors: Computer Science, General Business

Relevant Coursework: Financial Management of the Firm, Financial Accounting, Business Analytics, Personal Finance, Business Calculus, Risk Management and Insurance, Basic Marketing Concepts, Concepts of Management

PROFESSIONAL EXPERIENCE

Holy Comforter Episcopal School, Tallahassee, FL

April 2017-Present

Systems Administrator

March 2018-Present

- Use excel and Google spreadsheets to track inventory, pricing and confidential student information
- Purchase and acquisition of department computer systems
- Implement new device management systems, resulting in a 10% reduction in expenses
- Track department expenditures and accurate bookkeeping
- Educate teachers and students in groups of 15-30 about app development and Apple software
- Assist faculty with identifying and resolving software and hardware issues
- Install and maintain a new access control security system
- Utilize Cisco's web interface to control and track multiple facets of the school's network
- Help create and design the school's website

After School Counselor

April 2017-March 2018

- Maintained incident/accident reports, attendance and sign-in/sign-out sheets
- Developed and implemented grade appropriate extracurricular activities
- Supervised 20-30 elementary aged children

Skills, Activities, and Accomplishments

- Proficient with advanced programming languages such as C++, HTML, and Java
- Member and researcher for the FSU Debate team
- Assisted in the creation of an SQL database for Holy Comforter Episcopal School
- Academic Dean's list
- Team member in Florida State's Ultimate Frisbee Club