

Jason Graening

Education 2002-2004 *Minnesota State Community and Technical College* *Detroit Lakes, MN*
Diploma, Internet Design Technology

- Dean's List; 3.8 G.P.A.
- Relevant Courses: Web Site Design, JavaScript / DHTML, Intro to Web Programming, Advanced Web Programming, CGI / PERL, Web Marketing, Network Essentials, Web Graphic Creation, Web Graphic Design, Systems Administration, Microcomputer Maintenance.

**Computer Skills (or
Technical Skills)**

- Languages Known: HTML / XHTML, JavaScript, CSS, PHP, PERL, XML, VBScript.
- Dreamweaver, Flash MX, Photoshop 7.0, ImageReady 7.0, Microsoft Visual Studio.
- MySQL and Microsoft SQL Server 2000 database skills.
- Operating Systems: Windows 95 / 98 / 2000 / XP, Red Hat Linux 8.0.
- Digital photography and video; scanning.

**Awards /
Community
Service**

- President's List Award for maintaining a 4.0 G.P.A.
- Volunteered at a local church as part of the Audio / Video team.
- Artist of the Year, Barnesville High School, 1996.

**Professional
Experience** *July 2003-Present* *MeritCare Health Systems* *Fargo,*
ND

Internship, Information Systems

- Maintained and updated site content for www.meritcare.com on a daily basis.
- Created graphics and Flash ads used throughout the site.
- Worked along with team members on site wide projects.
- Researched and presented information for internal search engine optimization.
- Successfully brought the site up to CSS compliance.

June 2001-January 2004 *Culver's of Fargo* *Fargo,*
ND

Assistant Manager

- Assisted the general manager with the daily store operations.
- Communicated directly with customers to resolve problems and answer questions.
- Repaired and solved computer problems, dealing with both hardware and software.
- Developed computer programs detailing cash and inventory control for daily use.
- Conducted and oversaw daily and monthly inventory counts.
- Trained and worked with employees in all aspects of the restaurant.
- Conducted daily cash audits.