

Janet Sheppard

Objective	Obtain a position a Program Director with microcomputer applications and operating systems.		
Experience	1971-1988	Equitable Life Assurance	New York, NY
	Project Manager		
	<ul style="list-style-type: none"> ■ Advanced from position of programmer trainee to Project Manager. ■ Coded business applications using COBOL, ASSEMBLER and FOCUS. ■ Business systems analyst for insurance applications. ■ Wrote program specifications and developed testing procedures. ■ Participated in steering committee to bring PCs into the workplace. ■ Served as database administrator. ■ Developed PC applications and training programs for management. ■ Reason for leaving - husband transferred to Dallas. 		
	1989-present	Collin County Community College	Plano, TX
	Instructor		
	<ul style="list-style-type: none"> ■ Lead instructor for Microcomputer Department of Community College ■ Develop new course offerings ■ Review and select textbooks for course offerings ■ Assist in developing schedule for classes 		
Education	1967-1971	Rosemont College	Rosemont, PA
	<ul style="list-style-type: none"> ■ B.A., Mathematics. 		
	1974-1978	New York University (Stern Graduate School of Business)	New York, NY
	<ul style="list-style-type: none"> ■ M.B.A., Computer Applications and Information Systems. 		
Interests	Junior League of Plano, gardening, gourmet cooking, computers.		
Software Proficiencies	DOS, Windows 3.1, Windows 95, Windows 98, Microsoft Office*, Microsoft Word*, Excel*, Access*, PowerPoint*, Works, WordPerfect for Windows, Paradox, Visual Basic 5		
	* All Microsoft Products proficiency in Windows 3.1 and Office 7 and Office 97 versions		
Certifications	Microsoft Certified Professional - Product Specialist Certification #340449		
Publications	Wrote manual used in Microcomputer Applications course		
	Did Technical proofing for <i>Advanced Word 97 Desktop Publishing</i> - EMC Paradigm ISBN 0-7638-0105-4		