

Rita McGannis

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Educational Background

University of Maryland, Baltimore County (UMBC)

Major: Computer Engineering, GPA: 3.48

Expected Graduation Date: May 20xx

Scholarships:

- o Center for Women & Information Technology (CWIT)
- o Scholarships in Information Technology and Engineering (SITE)
- o Computer Science, Engineering and Mathematics Scholarship (CSEMS)

Baltimore Polytechnic High School

Graduated in top 10% of a four-year Magnet program specializing in Math, Science and Computer Science

Computer Skills

Programming: Java, C, C++, Assembly Language

Web Applications: HTML, ASP.net, Visual Basic

Database Management: SQL, Access

Math/Engineering Resources: MatLab, AutoCAD, Excel, Verilog, Cadence

Work Experience

CWIT Program Coordinator

Sept. 20xx -Present

The Center for Women & Information Technology (CWIT), UMBC

Lead and work with team on multiple projects including women in business, event planning and marketing, K-12 programs and scholars programs

- **Research:** Create archives providing resources for researched funding opportunities, explore multiple web applications and program languages for software use and modification, review and edit proposals including verification of references, standards and cite compliance
- **Administration:** Lead trainer to students and staff on researched web applications, work with team to develop and disseminate electronic and print materials for ongoing projects, manager for multiple data sources including the design, implementation, and maintenance of program databases
- **Event planning:** Provide support and participate in the planning for national and international events including venue, transportation, accommodation, and budget research and preparation

CWIT Server Manager

The Center for Women & Information Technology (CWIT), UMBC

Sept. 20xx-Present

Manage server and web application security and maintenance for hosted websites including CWIT, Computer Mania Day, MDWIT, You Can Be Anything, (CMD) website and CMD registration.

- Design and maintain website content including event information, user interaction, and page template; create site graphics including buttons, logos, and informational illustrations
- Research functionality and implementation of the existing CMD Registration System and design implement and evaluate training tutorial for function and utilization
- Provide on-site training sessions to CMD staff providing overview of the functionality of the registration system as a "train the trainers" seminar; provide same day training session for the event's registration and check-in staff
- Review and provide technical assistance for technical problems/issues regarding the CMD systems; Redesign the functionality of the CMD Registration System