

Nicholas A. Hovan

34 Haduk Drive | North Attleboro, MA 02760 | 508-245-9115 | nhovan@verizon.net

Work Experience

1/8/2007 - Present Intern, Junior Project Manager
IQ Telcom, LLC, Hartford, CT

- Analyze and implement Telco systems for customers
- Upload Customer Inventory into CRM database
- Worked with managing partner to complete optimization projects

6/2006 – 8/2006 HR Help Desk
CVS/pharmacy, Woonsocket, RI

- Worked for CVS's HR department
- Took phone calls helping answer employee questions on anything from payroll questions to benefits to retirement.

11/2004 – 12/2006 Student Mentor
Faculty Center for Learning Development, University of Hartford, West Hartford, CT

- Taught professors how to use different types of computer applications and other computer/internet related areas.
- Worked with professors teaching effective utilization of Microsoft PowerPoint, updating websites, and setting up streaming media.

2/14/2001 – Present Usher, Supervisor, Bartender (Part-time)
Showcase Cinemas, Inc., North Attleborough, MA and Manchester, CT (2/06 – Present)

- Supervised 10-20 ushers, which included scheduling breaks and delegating responsibilities.
- Frequent cashier, concessionist
- Collaborated with managers to complete projects.
- Bartender at new Chatters Restaurant in Manchester, CT

Skills

- Good communication skills across various technical/nontechnical fields
- Good leadership/management skills
- Skillful, honest worker that does not require supervision
- Works well in teams; lead teams in designing successful web pages

Computer Skills

Software: Dreamweaver, Microsoft Word, Microsoft PowerPoint, Microsoft Excel, plus knowledge of Flash, Adobe Photoshop, Adobe Illustrator, Adobe ImageReady, Microsoft Access, Peregrine, PeopleSoft, and Tigerpaw CRM+

Languages: HTML, CSS, plus knowledge of XML, JavaScript, ActionScript, VisualBasic.NET, PHP, ASP.NET, C#, and SQL/MySQL

Education

B.A. in Interactive Information Technology
B.S.B.A. in Management Information Systems
University of Hartford, West Hartford, CT
Expected date of graduation: May 20, 2007
GPA: 3.42 cumulative