

# JENNIFER D. NERY

19569 Botany Bay Road Riverside, CA 92508-6047

Home: (951) 776-0232 Mobile: (951) 667-0269

[jennifer\\_nery@yahoo.com](mailto:jennifer_nery@yahoo.com)

---

**Objective:** Full-time entry-level position in software development.

**Education:** **Bachelor of Science, Computer Science**  
University of California, Riverside (UCR)  
Honor Society Member, Epsilon Eta Sigma  
Dean's List

**Major GPA 3.6**  
June 2003

**Course Work:**

Data Structures	Compiler Construction
Algorithms	Optimization
Automata and Formal Languages	Machine Organization and Assembly Language
Programming Languages	Logic Design
Database Management Systems	Embedded Systems
Computer Networks	Design and Architecture of Computer Systems
Computer Graphics	Operating Systems
Compiler Design	

**Computer Skills:**

OS: Windows, MSDOS, UNIX (Linux)  
Languages: C/C++, VHDL, SQL, HTML, PROLOG, Visual J++, Java, Maya  
Packages: MS Office 2000, SPSS

**Leadership Skills:**

Ambassador, Bourns College of Engineering, UCR  
Academic Excellence Workshop Facilitator, C++/Linux Programming  
Coordinator and Peer Counselor, Partners in Academic Excellence  
Administrative Assistant to the Director of Office of Special Programs  
Founder, Humanitarian Enthusiasts of Love and Peace, UCR  
Chairperson, Filipino Catholic Youth Ministry

**Language Skills:** Bilingual – Fluent in English and Filipino

**Projects:**

- Designed cache simulator with cache sizes of 1024, 2048, 4096, 8192 and 16384 bytes; direct mapped, 2-way, 4-way, 8-way associativities; LRU and FIFO replacement policies; and block size of 16 bytes
- Implemented SMTP client and HTTP web server using TCP connection. Wrote UDP client and server programs which have their own application, network, link, and physical layer implementation.
- Wrote UNIX shell program in C++ that functions as command line interpreter between user and Linux operating system, shell accepted commands with or without argument, handled input/output redirection, pipe, and batch processing
- Implemented an Inter-process message communication system (IPC), which handled messages exchanged by 4 user processes with global pool of 20 message buffers, using pthreads in C
- Implemented open/close, read/write and seek, make new directories, move and remove files of file manager for MS-DOS formatted floppy disk using POSIX floppy disk driver API in C++

**Work Experience:****Customer Service Representative  
Englewood Marketing Group****April 2004 to Present**

Provides customer assistance in shipping and receiving departments; prepares billing statements and invoices; validates accounts payables and accounts receivables; sets up purchase orders; consolidates information and files carrier claims, creates and maintains transaction logs and databases; enhances AS/400 and MS Excel programs; runs inventory reports; checks physical inventories; provides technical support in computer networking

**Academic Excellence Workshop Facilitator  
Office of Special Programs  
UCR Bourns College of Engineering****April 2003 to June 2003**

Taught C++ Programming in Linux; facilitated group participation and interaction using collaborative learning techniques; maintained attendance sheets, goal sheets and contracts on each workshop participant; set workshop rules and enforced absentee and tardy agreements; created weekly worksheets and maintained binder; made referrals to assist students with learning difficulties; taught study strategies; and monitored grades and goal sheets.

**Administrative Assistant  
Office of Special Programs  
UCR Bourns College of Engineering****Sept. 2002 to June 2003**

Maintained and updated alumni database; learned SPSS and ran statistical reports; independently updated and maintained Office of Special Programs website; independently maintained scholarship and research assistantship website; collected data on peer counseling program and created databases and summary reports; assisted in outreach events; and created flyers and posters.

**Peer Counselor Coordinator  
Office of Special Programs  
UCR Bourns College of Engineering****Sept. 2002 to June 2003**

Created MS PowerPoint presentations and conducted workshops on 4.0 study strategies, time management and program expectations; supervised eight peer counselors; coordinated meetings, collected forms and followed up on assignments; revised Study Smart forms and created tracking databases; created summary reports for Director of Special Programs; and made recommendations for program improvement.

**Ambassador  
UCR Bourns College of Engineering****Sept. 2001 to June 2003**

Represented and promoted Bourns College of Engineering at various campus and college events such as Preview Day, Bourns Science & Engineering Day, Chancellor's Welcome, and Discover UCR; led prospective students on major-specific lab tours; escorted College of Engineering visitors around campus; represented Engineering and Computer Science major in panel discussions; participated in lunchtime discussion groups; and assisted with the set-up for various special programs or events.

**Peer Counselor  
Office of Special Programs  
UCR Bourns College of Engineering****Sept. 2001 to June 2002**

Attended 60-hour training session in areas of ethics, study skills, course planning, communication, relationship building, problem-solving, group behavior, and maintaining professional relationships; met weekly with protégés to complete Study Smart worksheets; conducted tutoring; enforced 4.0 program requirements; and made referrals as needed and tracked academic progress.

**References:** Available upon request