Malgorzata (Gosia) Argasinska

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OBJECTIVE   To work with an organization where I can make an impact

EXPERIENCE

11/04 – Present   **Electronic Data Systems Corporation**   Cherry Hill, NJ
Technical Analyst (Benefits Administration)
- Write and test SQL queries for formal reporting as well as day to day informational requests
- Analyze proprietary system and programs to determine updates needed as a result of client changes.
- Research data and system issues as needed, and develop short and long-term solutions.
- Design new procedures for client requirements in order to make new methods efficient and improve existing ones.
- Created and implemented a new process for Starwood Hotels, to address legislative healthcare changes at their Massachusetts properties
- Create documentation of all existing processes, as well as any processes in development
- Train other Analysts in client-specific logic and processes
- Work with programmers, end users, and all levels of testers to ensure a quality deliverable

03/04 – 10/04   **Business Software Solutions**   Mount Laurel, NJ
Technical Recruiter
- Assessed candidate's technical skills as well as compatibility with the position, environment, location, and duration.
- Negotiated rates/salaries for prospective employees/contractors.

09/03 – 03/04   **Accountemps & Officeteam**   Voorhees, NJ
Temporary Accounting and Administration
- Provided accounting services for Accountemps clients
- Wrote journal entries, reconciled accounts and assisted in year-end closing

09/02 – 05/03   **The College of New Jersey**   Ewing, NJ
Computer Lab Manager
- Performed preventative maintenance and made repairs on all lab equipment (including PC, Mac, and Unix OS's).

01/00 – 05/03   **The College of New Jersey**   Ewing, NJ
Help Desk Operator
- Provided first level computer support for faculty, staff, and students, utilizing knowledge of campus standard hardware, software

TECHNICAL SKILLS:
- *Programming Languages*:   SQL*Plus, C++, Java, HTML, Pascal
- *Windows and Windows-based Programs*:   Various FTP clients, Unix shell, KEDIT, Beyond Compare, ExamDiff

EDUCATION   **The College of New Jersey**   Ewing Township, NJ
September 1999 – May 2003   *Bachelor of Science in Business Administration, Minor in Computer Science*
Dean's List: 4 semesters; GPA 3.4