

RESUMÉ OF JAMES D. NUNN

PERSONAL INFORMATION

Name: James David Nunn
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WORK EXPERIENCE

BIG BROTHERS BIG SISTERS OF NORTH TEXAS

IRVING, TX

Match Support Specialist (September 2007 to July 2008)

Maintain an assigned caseload of Community Based matches and provide match support and relationship development through regular contact with volunteers, parents and children according to agency standards based on length of match; make assessments of individual training needs, information, and support needs for each participant; conduct match introductions and match closures according to BBBSA and agency standards. (*Note reason for leaving was due to expiration of work authorization*)

UNIVERSITY OF NORTH TEXAS

DENTON, TX

EIS Student Assistant (February 2006 to May 2007)

Develop and maintain website for the Enterprise Information Systems and Administrative Information Systems departments; assist with the organization of training and the development of training courseware; maintain inventory list of computer equipment

COLLIN COUNTY COMMUNITY COLLEGE

FRISCO, TX

Student Assistant (August 2003 – December 2005)

Provide assistance to students and staff in the testing center; proctor exams on behalf of college professors and certification providers.

MYKROLIS CORPORATION

ALLEN, TX

Intern / Web Content Specialist (2001-2002)

Manage web content for product catalog, and design graphics / animations for corporate web site and intranet. Provide training services to staff on the use of the Internet/Intranet systems.

COLLIN COUNTY COMMUNITY COLLEGE

FRISCO, TX

Student Assistant (2000 - 2001)

Provide assistance to students and staff in the careers office and learning resource center.

TEMPORARY ASSIGNMENTS

MELBOURNE, AUSTRALIA

Various (1998-1999)

- Provided post support technical assistance for *Cable & Wireless Optus Communications*, Melbourne Office; including the installation of new Apple Macintosh hardware and software, troubleshooting and level 3 help desk support.
- Provide support for design and implementation of new templates for Microsoft Word and Excel for *The Edge Advertising*.
- Review and develop business reports for the First Electric business center with *United Customer Management Solutions*, South Melbourne.

AUSTRALIAN GOVERNMENT (PUBLIC SECTOR)**MELBOURNE, AUSTRALIA****Insolvency & Trustee Service Australia**

- Manager, Information Technology & Web Manager (1996-1998)
- Office Manager (1993-1996)
- Human Resources Manager (1992-1993)

Various Other Public Service Agencies (1986-1992)**EDUCATION**

UNIVERSITY OF NORTH TEXAS**DENTON, TX**

Bachelor of Arts, Sociology (May 2007, GPA: 3.727)

Bachelor of Arts, Anthropology (in progress)

COLLIN COUNTY COMMUNITY COLLEGE DISTRICT (COLLIN COLLEGE)**FRISCO, TX**

Associate of Applied Science, E-Business Media (May 2005)

Associate of Arts (August 2005)

EXTRA-CURRICULAR INVOLVEMENT

STUDENT GOVERNMENT ASSOCIATION**Collin County Community College District (now Collin College)**

- Student Activity Fee Advisory Committee (2001 – 2005)
- Secretary (2004 – 2005)
- President (2001 – 2004)

Texas Junior College Student Government Association

- Region II President (March 2004 – April 2005)
- Chair, State Legislative Affairs Committee (May 2004 – September 2005)

PLANTATION SPRINGS HOMEOWNERS ASSOCIATION, INC.

- Architectural Control Committee, Chair (2005 – 2007)
- President (2003 – 2005)

PROFESSIONAL ASSOCIATIONS

- Member, American Sociological Association
- Member, Society for Non Profit Organizations
- Member, Texas Association of Nonprofit Organizations

AWARDS & ACHIEVEMENTS

- Associa (PMG North Texas) Board Member of the Year 2003
- Outstanding Student Organization Leader, Collin College, 2003 – 2004
- Honorary Life Member, Texas Junior College Student Government Association (2006)
- UNT Public Affairs & Community Service Dean's List, Spring 2006
- University of North Texas President's List (4.0 Honor Roll), Fall 2006
- Recipient, GLBTA Scholarship, University of North Texas, 2006-2007