

John Doe

webmaster21@gmail.com (716) 555-5555 5555 Main St, Fredonia, NY 14048

CAREER OBJECTIVE

To achieve a professional position within a business that has employee growth opportunities where I may utilize my IT and business related skills to facilitate staff and clients.

EDUCATION

State University of New York at Fredonia
Bachelor of Science, Expected May 2015
Major: Computer Information Systems
Concentration: Systems Management
GPA: 3.63, Dean's List

Jamestown Community College
Associate of Applied Science, May 2012
Major: Digital/Computer Technology

HONORS AND AWARDS

Roger Seager Memorial Scholarship, 2010 – Present
Vietnam Veterans of America Scholarship, June 2010

Phi Theta Kappa Society, 2011 – Present

INTERNSHIP

Dunkirk Free Library, Spring 2014 & 2015

- Assists patrons with various tasks such as printing, e-mail, job applications, and basic PC maintenance. Practiced non-verbal communication and guidance techniques with patron whose second language was English to help her prepare for an exam.
- Collaborate with class instructors to educate attending students. Class topics: *Basic computer use, Microsoft Word/Excel 2010, and Picasa Photo Editing Software*. Provided one-on-one tutoring and after class assistance to a class of approximately 12 students.
- Handle various transactions between patrons and the library, alongside business operations.

TECHNICAL & BUSINESS RELATED EXPERIENCE

Modeling and Animation, Spring 2014

- Rendered short videos of a chess game and a scene where a character plays with dominoes.

Web Design, Fall 2013

- Designed a rudimentary website with forms and tables for ordering pizza.

Network Diagram, Spring 2012

- Composed a Wide Area Network (WAN) Diagram for a hypothetical company; including documentation of required internet protocols and what application they served.

Database Program, Fall 2012

- Developed a rudimentary database interface with C++

Business Proposal, Fall 2011

- Presented a business proposal for IT department of hypothetical business. Proposal included prices, budget constraints, hardware specifications, and an emphasized purpose of improving efficiency, speed, and reliability.

SKILLS

Computer	Software	Programming	Business
Basic Networking	Microsoft Office	HTML/CSS & PHP	Customer Service
Troubleshooting	Windows OS	Visual Basic	Public Speaking
Installations	CMD Prompt	MySQL	Organization
Databases	Blender	C++	Telephone Etiquette
PC Care			

EMPLOYMENT

Factory Lineman, Kelly Services (Nestle' Purina), Summer 2012 & 2013

- Cooperative team worker; attended shift meetings and accomplished additional responsibilities during down time.

Groundskeeper, Chautauqua County Fair, Summer 2011

- Directed visitors to their destinations and was responsible for the overall cleanliness of the grounds. Performed additional duties as requested including optional post-fair cleanup.

Full Name

youremail@icloud.com
full street address

EDUCATION

State University of New York at Fredonia: Bachelor of Science, Computer Science, May 2019

- Minors: Statistics, Web Programming

HONORS AND AWARDS

President's International Scholar Award
Outstanding Community Service Award
Omicron Delta Kappa Honor Society

Xylia Peterson Scholarship
Raymond Lai Scholarship

Dean's List, 3 semesters
Alma Mater Society

PROGRAMMING SKILLS

Coding: C++, HTML, Javascript, Python, R, SQL

Software: Rstudio, Tableau, Xcode, Visual Studio, Knime, Integrity Plus

RELATED EXPERIENCE

Tech Support Intern, Chautauqua Institution May-Aug'2018, Jan-Aug 2019

- Maintained and setup network systems for over 20 buildings and a hotel
- Collaborated with the help desk team to setup and install new computers
- Diagnosed technical issues including computers, credit card terminals, thin clients, switches, AS400, VOIP phones etc.

Web Migration Intern, Fredonia Department of Marketing and Communications Jan-Aug 2018

- Went through over 6000 webpages to improve user experience and fix broken links
- Migrated 200 domains to www.fredonia.edu
- Assisted with Drupal (CMS) documentation review and updates
- Participated in a website redesign project

Web Editor, The Leader, Fredonia newspaper Aug 2017-May 2019

- Maintained and updated www.fredonialeader.org
- Served as the hardware administrator for the newspaper

LEADERSHIP

Comptroller, Fredonia Student Association May 2017-May 2019

- Served as the Chairperson of the Budget and Appropriations Committee
- Managed a student activity budget in excess of \$1,300,000
- Oversaw the budget and financial transactions for over 170 campus groups

Team Member, Enactus Fredonia Aug 2018-May 2019

- Worked within the Green Division to raise awareness for recycling and environmental awareness
- Participated in the BNY Mellon project management student fellow program

Assistant to the Secretary, SUNY Student Assembly, Albany NY May 2016-May 2017

- Performed changes and updates to the organization's website on a weekly basis
- Ensured all distributed materials aligned with the SUNY branding guidelines and visual standards

Orientation Leader, SUNY Fredonia 2016-2018

College Ambassador, SUNY Fredonia Alumni Affairs Aug 2016 -May 2019

Founding Brother, Kappa Sigma Tau-Psi Chapter 2015

Class Representative, Fredonia Student Association Jan 2016-May 2017

President, Chinese Club 2016-2018

UNIVERSITY COMMITTEES

Information Technology Advisory Committee 2018-2019

Board of Directors, Faculty Student Association 2017-2019

Academic Affairs Committee, University Senate 2018-2019

Campus Safety Committee 2018-2019

Search Committee for Vice-President of University Advancement 2017-2018

CERTIFICATIONS

CompTIA A+ (220-1001 & 220-1002) Expiration: Sep 20, 2022