

# Jessica Claire

Montgomery Street, San Francisco, CA 94105 (555) 432-1000 resumesample@example.com

**SUMMARY** Highly motivated Sales Associate with extensive customer service and sales experience. Outgoing sales professional with track record of driving increased sales, improving buying experience and elevating company profile with target market.

**HIGHLIGHTS** Proficient Languages: Java CSCI Courses: Compiler Design, Operating Systems, Experience Using: C, C++, x86 Assembly, HTML, CSS, Concepts of Programming Languages JavaScript, Python Notable

- ACCOMPLISHMENTS**
- Degree awarded Cum Laude, GPA 3.74
  - Awarded with an Outstanding Commitment to Tour Guiding for taking the most initiative

**EXPERIENCE** COMPUTER SCIENCE TEACHING ASSISTANT 09/2013 to 03/2014

Williams College | City, STATE

- Lead TA sessions 6 hours a week, assisted professor and students 3 additional hours during weekly lab, and graded lab assignments.
- Helped students to consider the tradeoffs of different solutions to a given problem, and to be more independent when finding and fixing bugs in their code.

ADMISSIONS TOUR GUIDE 09/2011 to 03/2014

Williams College | City, STATE

- Gained experience with public speaking, fielding questions, and representing an institution.
- Awarded with an Outstanding Commitment to Tour Guiding for taking the most initiative.
- Appointed to the Hiring Committee. Read 113 applications and conducted 80 interviews in a team of 4 guides and 1 admissions counselor. Spent 10 hours training the 26 new hires.

TECHNOLOGY CONSULTING INTERN 01/2013 to 01/2013

New Signature | City, STATE

- Taught myself PowerShell 3.0, co-authored a script to migrate clients' Exchange servers to Office 365.
- Trained in tech support, took client support calls, and resolved issues via remote desktop.
- Was offered a full-time position upon completion of the month-long internship.

RETAIL AND SERVICE INTERN 06/2010 to 08/2010

Tekserve | City, STATE

- Earned Apple Sales Professional and Apple Certified Macintosh Technician certifications.
- Developed experience in consumer sales, computer repair, website updates, and store redesign.

**EDUCATION** B.A. | Computer Science, Philosophy 2014

Williams College, Williamstown, MA

- Degree awarded Cum Laude, GPA 3.74.

Wildlife Conservation & Political Ecology 2012

School for International Training, Arusha

Semester abroad, studied Wildlife Conservation & Political Ecology.

National Outdoor Leadership School, Broome 2011

Developed leadership experience in risk management, communication, giving/receiving feedback, self-awareness, and conflict resolution. Elected as leader for 5-day expedition without instructors.

**SKILLS** Teaching, Leadership Development, Programming