***JUSTIN COPE***

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**OBJECTIVE:**

To obtain a position that allows me to use my knowledge and skills.

**SKILLS:**

Knowledgeable in **Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Windows XP/Vista/7/10, and Adobe Photoshop**.

Familiar with **Microsoft Access, Windows 8, and customizing computers**.

**EDUCATION:**

**Lane Community College**

* **Associate of Science**
* **Associate of General Studies**
* **Associate of Arts Oregon Transfer**

**Western Oregon University**

* Currently enrolled as a Computer Science Major with a projected graduation in 2023

**EXPERIENCE:**

**Classroom Support Technician – Monmouth, Oregon** (July, 2021 to present)

* Worked with end users to figure out their problem and find a solution to it
* Imaged computers using SCCM
* Used a service request ticket system to organize and complete requests that came in from users
* Taught new techs how to use the technology that we use to help end users

**Office Depot Associate – Eugene, Oregon** (August, 2017 to July, 2021)

* Showed problem solving skills while working on clients’ computers, determining what solutions we could provide and how to follow through with them
* Displayed leadership skills when teaching new associates the aspects of the job such as learning the registers, stocking shelfs, doing computer maintenance, and working freight
* Duties included working with clients to determine what is wrong with their computer and what actions we could take to fix it

**Janitorial - Northbank Offices - Eugene, Oregon** (May, 2014 to Present)

* Demonstrated ability to work independently by preforming duties such as

vacuuming, dusting, cleaning windows, wiping down all surfaces and walls, and other incidental cleaning tasks as needed without supervision.

**Sears Home Improvement Sales Associate – Springfield, Oregon** (June, 2016 to June, 2017)

* Displayed communication skills by working with to customers to find them what they need.
* Showed ability to learn quickly while learning about the cash register, stocking items, and information on what we were selling.

**Radio Station Intern - KRVM, Eugene, Oregon** (June, 2015 to Sept. 2015)

* Displayed excellent attention to detail when recording voice tracks and

advertisements for on air recording advertisements.

* Showed willingness to do whatever was asked by preforming tasks that were outside my normal task list such as cleaning the stock room.
* Took classes for four years throughout high school performing similar tasks at KRVM.

**OTHER:**

Eagle Scout