**SUMMARY**

Being a motivated and ambitious individual, I strive to find new and challenging opportunities at every turn. I am a hard-working and dedicated person who seeks knowledge and I love working with others, whether as competitors or as partners. I also pride myself in my diligence and my ability to work in an organized and timely manner. I am seeking work with managing systems and networking.

**TECHNICAL SKILLS**

|  |  |  |  |
| --- | --- | --- | --- |
| Skill | Expertise Level | Skill | Expertise Level |
| Java | Novice | **Microsoft Word** | Expert |
| NetBeans IDE | Novice | **Microsoft PowerPoint** | Expert |
| Notepad ++ | Intermediate | **Microsoft Publisher** | Expert |
| HTML 5 | Intermediate | **Microsoft Excel** | Expert |
| CSS | Novice | **Windows XP**  **Windows 7**  **Windows 8**  **Windows 10** | Intermediate |
| GitHub | Beginner | **Adobe Photoshop**  **Adobe Flash**  **Adobe Dreamweaver** | Expert |
| Linux | Intermediate | **IE, Google Chrome, Firefox** | Expert |

**EDUCATION**

*Mansfield University of Pennsylvania* **2015 - Present**

Bachelor of Science, Computer & Information Science (CS Track)

**EXPERIENCE**

*Mansfield University Post Office – Mansfield, PA* **2015 - 2016**

*MAIL SERVICES ASSISTANT*

During the first and second semester of my freshman year, I was hired as a Work Study Mail Services Assistant for Mansfield University’s on-campus post office. There, I worked with many different people, machines, and programs that helped sort and send mail throughout the campus and connect Mansfield to other campuses across the country.

**REFERENCES**

Excellent references available upon request.