

John Doe

fakeemail@gmail.com | (111) 222-3333 | City, State

Education:

Bachelor of Science in Computer Science
University Near You

Anticipated Spring 2020

Bachelor of Science in Business Administration; Management
University Near You

Spring 2017

Technical Skills:

Experience In: C++
Microsoft Office Suite
Windows 7

Java
Visual Studio
Windows 10

Familiar With: HTML
JavaScript
Adobe Dreamweaver

CSS
Adobe Photoshop

Work Experience:

Technical Assistant
College of Engineering – University Near You

July 2016 – Current

- Assistant to the Director of (Specific Title) for the College of Engineering
- Provided technical support for (Specific Event Name) every summer
- Performed administrative tasks and provided technical support as needed
- Worked in a team environment to ensure the success of events
- Adapted to changing situations in a fast-paced environment
- Managed and directed tasks of new student workers and volunteers

Volunteer Intern, Assistant Systems Administrator
College of Engineering – University Near You

Jan 2016 – July 2016

- Utilized technical knowledge and problem solving skills to troubleshoot problems
- Updated the College of Engineering IT support website to current University standards
- Managed and sustained a file server
- Provided and maintained machines for clients
- Rebuilt computers for reuse
- Collaborated with team members to divide jobs and accomplish tasks