

John Doe

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OBJECTIVE

Searching for a role as a Technical Support or Technical Specialist, aiming to apply my organizational and skills, along with a proactive approach. My goal is to contribute effectively to all the technical and ensure adherence to quality standards. I am dedicated, quick at learning, and excited about the prospect of being part of an excellent team.

EDUCATION

Harvard University

September 2020 - Present

Bachelor of Science in Computer Science

EXPERIENCE

PROGRAM STAFF

June 2022 - June 2023 Present

Harvard University

Managed the Enrollment System, provided comprehensive technical support, configured networks, deployed systems locally, and handled confidential documents for the Harvard University as Program Staff.

ENROLLMENT HEAD

December 2023 - February 2024

Harvard University

Led the freshmen enrollment process, scheduling exams, and managing applicant data for accuracy. Collaborated with the Registrar's Office to streamline and maintain precise records of incoming freshmen. Ensured a seamless admission experience through meticulous coordination and attention to detail.

EXTRACURRICULAR ACTIVITIES

PRESIDENT, HARVARD ORGANIZATION

March 2023 - Present

Harvard University

Led the team with proactive leadership, planned strategic initiatives, improved team participation, and organized meaningful events in partnership with the executive team to encourage innovation and growth within the audit department.

SKILLS

- Proficient in Business Application Software (MS Word, Excel etc.)
- Database Management (MySQL, SQL, MS Access)
- PC Troubleshooting
- Hardware