

Jane Lynn Doe

Home Address: 123 Main Street, Mansfield, PA 16933

Telephone: (570) 111-2345

Email: doej05@mounties.mansfield.edu

Portfolio of work: <https://github.com/doej05>

SUMMARY

I am always looking for opportunities to gain knowledge. I like a challenge and due to my competitive attitude I always strive to be the best. My relaxed demeanor allows me to work well under pressure. When it comes to work, I am dedicated to the task put before and I will do whatever it takes to make sure it is completed in a timely fashion. I would like to work on anything that has to do with developing software. (BE SURE TO REWRITE TO DESCRIBE YOURSELF AND IN YOUR OWN WORDS!)

TECHNICAL SKILLS

| Skill | Expertise Level | Skill | Expertise Level |
|------------------------------|-----------------|----------------------|-----------------|
| Java | Intermediate | Microsoft Word | Intermediate |
| HTML 5 | Expert | Microsoft PowerPoint | Intermediate |
| CSS | Intermediate | Microsoft Excel | Intermediate |
| SQL / databases / MySQL | Novice | Windows XP, 7, 10 | Intermediate |
| JUnit Testing | Intermediate | NetBeans IDE | Intermediate |
| git / GitHub version control | Intermediate | Eclipse / STS IDE | Novice |
| Linux / Ubuntu 16.04 | Intermediate | Vi / Vim | Novice |
| Linux Shell Scripts | Novice | Agile / Scrum | Novice |

PROJECTS

Personal Game List Program

Spring 2015

Class project at Mansfield University

I was given the program we had been working on in class that kept track of employee data such as names, contact information, and salaries. I had to refactor the code into a hobby program, and I chose to make a video game list program that keeps track of some simple game information: the name, price, short description, and your personal rating of 1 to 5. It also has functioning J-Unit Tests that work flawlessly. I currently use this program to keep track of my video games.

EDUCATION

Mansfield University of Pennsylvania

2014 – 2018

Bachelor of Science, Computer & Information Science (CS Track), 3.92 GPA

AWARDS, ACTIVITIES, and HONORS

- Dean's List 2014
- President's List 2015
- Computer Science Club 2014-2015
- PACISE Coding Competition 2015

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EXPERIENCE

Dr. Sue Jones DMD – Wellsboro, PA

2013 – Present

ASSISTANT OFFICE MANAGER

I am responsible for computer technology and maintenance, as well as keeping files organized, scheduling patients, answering and returning phone calls, ordering dental supplies, checking patients out, collecting money, filing insurance forms and also serve as custodial maintenance.

Victory Church – Troy, PA

2015 – Present

AUDIO, VIDEO, LIGHTING TECHNOLOGY UNDERSTUDY

At Victory Church, I volunteer in the Worship Ministry, specifically with the audio, video, and lighting team. I am responsible for shutting down and starting up the sound equipment as well as keeping the volume in and outside the building at a reasonable level.

REFERENCES

Excellent references available on request.