Resume for Vacancy Announcement # 000000000
Information Technology Specialist (GS-7)

Paul T. Federal

5555 Shaw Avenue; Fresno, CA 93740
Residence: (559) XXX-XXXX
E-mail: paul.federal@gmail.com
Federal Civilian Status: N/A
Veteran's Preference: 5 points
U.S. Army, Sergeant, April xxxx-April xxxx, Honorably Discharged

QUALIFICATIONS SUMMARY:

- **Program Design:** Skilled in programming and design including Object-Oriented design.
- **Data Analysis and Graphics:** Experienced with the management, analysis, and visualization of statistical data.
- **Web and Database Development:** Knowledgeable in Web-based development using JavaScript and HTML. Database expertise with Microsoft Access, Oracle and SQL.
- **Office Products:** Microsoft Office Suite (Word, Excel, PowerPoint), WordPerfect, PageMaker
- **Languages:** C/C++, HTML, JavaScript, SQL, Microsoft Visual Basic/J++, and VBScript

EDUCATION:

Bachelor of Science, Computer Science   May xxxx
CALIFORNIA STATE UNIVERSITY, FRESNO
Fresno, CA (Completed: 129 Semester Hours, GPA: 3.3)

Associate of Art, Chemical Technology   December xxxx
FRESNO CITY COLLEGE
Fresno, CA (Completed 118 Semester Hours, GPA: 3.5)

High School Diploma   June xxxx
CLOVIS HIGH SCHOOL
Clovis, CA

HONORS AND AWARDS:

Eta Kappa Nu (Electrical Technology)	xxxx-xxxx
Tau Beta Pi (Engineering, Surveying & Photogrammetry)	xxxx-xxxx
California State University, Fresno, Dean's Honor List	xxxx-xxxx
Fresno City College, Dean's Honor List	xxxx-xxxx
Army Service Medal	xxxx
U.S. Defense Medal	xxxx
Four Army Good Conduct Medals	xxxx

INFORMATION TECHNOLOGY EXPERIENCE:

Information Technology Intern   August xxxx – June xxxx
SYMBOL TECHNOLOGIES   25+ hours/week
2225 Blackstone Avenue   Ending Salary: $20/hour
Fresno, CA 93711   Beginning Salary: $20/hour
Supervisor: John Smith; (559) 222-2222   May Contact: Yes
Duties:
- Administered over 250 servers in a mixed network environment comprised of Netware, UNIX, Microsoft and MPE Servers.
- Maintained numerous SQL servers with tasks including creating new ODBC objects, shrinking databases and migrating transaction logs
- Used Microsoft Project Professional to manage the schedules and deadlines of numerous team projects as they progressed

Accomplishments:
- Created and maintained Microsoft Access Database to track and reference server hardware, contact, licensing and peripheral information as a necessary and time-saving administrative resource

Information Technology Assistant   January xxxx – August xxxx
COMCAST COMPANY   35 hours/week
3333 Bullard Avenue   Ending Salary: $19/year
Clovis, CA 93611   Beginning Salary: $17/year
Supervisor: George Walters; (559) 222-2222   May Contact: Yes
Duties:
- Implemented Wireless, Local Area Network and Workgroup resource sharing for an endocrinologist office with the configuration of web encrypted data protection.
- Trained office employees to use network system and recover from small computer errors.

Accomplishments:
- Established backup recovery system through the use of disk mirroring, fault tolerance on a local server for a real estate finance company.
- Installed and configured a Database System for a real estate finance company for the convenient retrieval of account information.

MILITARY EXPERIENCE:

Squad Leader/Training NCO   xxxx-xxxx
U.S. ARMY
Duties:
- From initial tour of duty to honorable discharge, details have included military driver, senior gunner, squad leader, acting platoon sergeant, and training NCO.
- Command inspections and training 120-man Air Defense Artillery Battery with an 18-hour worldwide mission in the 7th ID (L).
- Directly responsible for the discipline, training, morale and quality of life of one particular soldier.

Accomplishments:
- Trained and targeted career progression for soldiers on staff.

VOLUNTEER EXPERIENCE:

Office Assistant   September xxxx – October xxxx
TRINITY UNITED METHODIST CHURCH   15 hours/week
1205 Dolly Madison Blvd   Unpaid
Fresno, CA 93650
Supervisor: Pastor James Marks; (559) 333-3333   May Contact: Yes
Duties:
- Provided administrative support for a church office: developed an Excel database to track church visitors.
- Maintained Automated Church System (ACS) database; exported and published reports used for the church phonebook, Rolodex records, and correspondence.
- Learned basic applications of using and modifying web pages

Accomplishments:
- Trained 25 volunteers to assist with the weekly newsletter mailings.
- Edited, published, and supervised bulk mailing of the monthly newsletter (1,000 copies) and coordinated other church correspondence.

LANGUAGE PROFICIENCY:

French: Moderate speaking and writing in French. Able to interpret and translate adoption and legal documents and correspondence for both Americans and French.

INTERNATIONAL TRAVEL:

Extensive travel in over 50 countries. Lived in Australia for the entire year of xxxx. Lived in Italy for 3 months in xxxx. Lived in France for 2 years from 1/xxxx to present. Traveled to 10 countries in more than 2 months.