**First & Last name**

Street, City, State Zip  
Phone | [email](mailto:email@gmail.com) | LinkedIn

**Junior Software Tester**

A context oriented software testing professional with comprehensive training in exploratory, functional, and usability testing with additional skills in risk analysis. Enjoys motivating others and being part of a productive team; equally comfortable working on own initiatives.

**TECHNOLOGY & TESTING PROFICIENCIES**

|  |  |
| --- | --- |
| **Platforms / Systems:** | Windows XP/Vista/7/8; Mac OSX; Linux; MS Office Suite 2007/2010 |
| **Programming Languages:** | Good understanding of CSS, HTML/XHTML, Javascript, SQL, Visual Basic and Python |
| **Information Technology:** | Windows Scripting, Cable installation, Windows Server 2003, Windows 2008, Workstation Troubleshooting, Tech Support |
| **Spoken Languages:** | English, Spanish |

**TESTING EXPERIENCE**

Graduate of the Software Testing Education Program (STEP) at Per Scholas that included an eight-day project and training on Rapid Testing Intensive (RTI) and Rapid Software Testing (RST) created by James Bach of Satisfice. Part of the training included working on projects within small teams to test a flash-based game and a mind-mapping application called XMind that required the need to write formal bug reports, prepared outlines of risks and areas to test, as well as a final report.

**PROFESSIONAL EXPERIENCE**

Cypress Hills LDC, Brooklyn, NY 04/2003 – 11/2011

***I.T. Assistant***

* Deployed first company-wide intranet using Google Apps for Non-Profits
* Performed exemplary customer support by utilizing one of the most recognized remote assist programs, GoToAssist Express
* Trained entire full-time staff of over 40 employees in utilizing Google Docs
* Deployed computer labs for ESL/GED students at various schools throughout Brooklyn
* Migrated entire company from Windows XP to Windows 7 minimizing cost and preventing data loss along the way
* Installed and maintained financially-sensitive programs such as Paychex, Blackbaud and Axcent.
* Maintained, upgraded, diagnosed and troubleshooted an incredibly wide assortment of computers and printers
* Played a vital role in replacing and purchasing equipment for employees with minimal cost

***Administrative Assistant*** 02/2002 – 04/2003

* Answered telephone/electronic enquires and forwarded telephone calls/messages to appropriate person
* Scheduled and verified appointments and meetings for managers; organized schedules and reservations
* Assisted in general accounting functions; maintained journals and handles accounts payable and receivable

**EDUCATION**

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| --- | --- | --- |
| Per Scholas Institute for Technology | **Software Testing Education Program** | 10/2014 – 12/2014 |
| Borough of Manhattan Community College | **Computer Science Associates Program** | 09/2006 – 05/2010 |