

# CHRISTOPHER COHEN

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## GOAL

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Seeking an entry-level position in the field of IT

## SKILLS

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### Computer Skills

- Learned basic computer hardware skills including the ability to install and identify the different parts of a computer. As well as being able to match the specifications to each piece of hardware to make them work together.

### Software

- Earned Microsoft Office Specialist Certification in Office 2013 Word, PowerPoint, Excel and Access. I am familiar and able to navigate the environment of Windows XP through Windows 10, as well as Windows Server 2012 R2.

### People Skills

- Working approximately 8 months at Subway has strengthened my communication skills with people and has made it easier for me to strike up a conversation with strangers and has made me a more outgoing person.

## EXPERIENCE

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2015-2015      Summer Help, *Metropolitan District Employees Credit Union, Hartford, CT 06114*  
· Responsible for filing paperwork.

2015-present      Shift Manager, *A and N Subway, Portland, CT 06480*  
· Responsible for preparing food.  
· Responsible for handling financial transactions.  
· Aid in training new employees  
· In charge of the closing shift

## EDUCATION

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2013-2017      Vinal Technical High School, Middletown, CT 06457  
                    - Study Information Systems Technology

2015-2015      Middlesex Community College, Middletown, CT 06457  
                    - Took part in a computer hardware class (CST-141)