Christopher Cohen

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|  | 7 Freedom Way, Portland, CT 06480 | 860-372-6070 | ccohen789@gmail.com |

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) |