

CORDELIA SPENCER

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Omaha, Nebraska 68134
(402) 493-1234 imasample8@xxx.com

OBJECTIVE

Seeking position in Information Systems or related field utilizing solid academic background along with exceptionally strong analytical, problem solving and customer service skills.

EDUCATION BS in Computer Information Systems—Web-based Networking

Bellevue University, Bellevue NE

Expected Graduation Date: January 20xx

Dean's Scholar

GPA to date: 3.86/4.00

Associate of Applied Science, Metropolitan Community College, Omaha NE (20xx)

Major: Management Information Systems

GPA: 3.45/4.00

TECHNICAL KNOWLEDGE AND SKILLS

Operating Systems: Windows 19xx/20xx/XP/NT, UNIX/Linux

Technical Support: Installation, Configuration & Troubleshooting of Hardware & Software

Languages: Visual Basic, C, C++, Visual C++, Java, HTML, XML, ASP.NET

Database Management: Relational Databases. SQL, PL/SQL, MS Access

Applications: MS Office (Word, Excel, PowerPoint, Outlook), MS Project

PROFESSIONAL EXPERIENCE

Computer Support Technician/Intern, Union Pacific Railroad, Omaha NE (Summer 20xx) □
Assisted in systems administration and configuration in UNIX and Windows NT.

- Installed and maintained local area networks, including Novell and Windows systems. □ Staffed Help Desk; analyzed and resolved system problems encountered by end users.
 - Participated in the design and development of the department's web site. □ Assisted with the maintenance of e-mail and other Internet applications. **Computer Lab Assistant**, Bellevue University, Bellevue NE (20xx – 20xx)
 - Provided advice and guidance to college students on the effective use of PCs and various software applications.
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COLLEGIATE ACTIVITIES

Volunteer Contributor, Bellevue University Computer Lab Newsletter **Member**,
Varsity Baseball Team, Bellevue University

REFERENCES AVAILABLE UPON REQUEST