

Jeremy R. Benedek

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November 6, 2016

Company Name
Street
City
Country

RE: Summer 2017 Internship Opportunities

Greetings:

Hope this letter finds you well. I would like to first take this opportunity to introduce myself as a Junior at Indiana University, pursuing a dual degree, BS in Computer Science and BA in Spanish Linguistics. I am currently looking for summer internships with esteemed organizations, such as yours, where I can gain practical software development experience to compliment my education.

I have completed coursework in Data Structures, Programming Language, and Computer Structures/Embedded Systems. Additionally, I have extensively used Java, C, and LISP. The Linux command-line, version control with git, and debugging with GDB are all skills I have grown throughout my time as a student.

Adapting to various work cultures, identifying and resolving bottlenecks and prioritizing have been striking features of my working style. In addition to the above, I strongly believe in learning and sharing my knowledge with my colleagues. Knowledge parted is knowledge gained has been my motto in life. I am keen to learn and am sharp at identifying and solving problems.

I am confident that my background and knowledge in the Information Technology industry coupled with my strong technical skills in programming languages will prove an asset to your organization and add immediate value to your organization.

I have enclosed my resume and would appreciate an opportunity to talk with you. Should you have any questions, please feel free to contact me. I look forward to hearing from you soon.

Sincerely:



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Education

- **Indiana University** *Bloomington, IN* *Graduation: May 2018*
Bachelor of Science in Computer Science & Bachelor of Arts in Spanish Linguistics (Dual Degree)
 - Recipient: Cox Exploratory Scholarship; Full-Ride scholarship based on academic merit
 - Direct-Admit Scholar: School of Informatics and Computing
 - School of Informatics and Computing Deans List: Fall 14, Spring 15, Fall 15, Spring 15
 - Studied abroad in Santiago, Dominican Republic during Summer 2016
 - GPA: 3.67/4.00

Experience

- **Indiana University Department of Athletics** Bloomington, IN
IT Technician *November 2014 – Present*
 - Provides Tier 1 support to athletics department staff/coaches and student-athletes
 - Provides emergency technical support during home football and basketball games
 - Received training on data and network security (PCI Data Security Standard)
 - Automated via scripting the process for connecting members of the media to the network, saving 5 minutes per user
- **University Division, Indiana University** Bloomington, IN
Peer Coach Site Manager *September 2014 – Present*
 - Hold 8 hours of walk-in consultations weekly to help students with Academic Planning
 - Ensure accountability of other Peer Coaches and serve as communication liaison between Peer Coaches and Program Coordinators
 - Lead a technology testing committee to report on student-facing technologies to University IT personnel
- **Lake County Prosecutor's Office** Crown Point, IN
IT Intern *June 2014 – August 2014*
 - Prepared courtrooms and tested equipment for use in criminal trials
 - Researched inventive ways to save taxpayer money and reduce costs
User Support Specialist *May 2016 – July 2016*
 - Independently provided IT support to 50 users in the Gary, IN satellite office
 - Provided support for hardware, networking, operating systems, and propriety software
 - Worked with outside vendors and state and county IT officials to ensure system stability
- **Northwest Athletic Officials Association** Munster, IN
Baseball Umpire *May 2016 – July 2016*
 - Using self-taught knowledge of the rules and mechanics, fairly arbitrated contests and calmly settle disputes
 - Maintained control of game by making confident and decisive decisions

Languages, Skills, & Technologies

Proficient: Spanish, Java, LISP, Linux Command Line, Git, Vi/Vim, Windows XP/7/8/10, Debian

Familiar With: C/C++, L^AT_EX, Mac OSX,

Exposure To: C#, Visual Basic, PostgreSQL, GDB, HTML

This Resume was typeset in L^AT_EX. Source files are available at <https://github.com/jbenedek/Resume>

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References

Myron Chenault
Director of IT
Lake County Prosecutor's Office
Crown Point, IN

Alice Dobie-Galuski
Coordinator
IU Peer Coach Program
Bloomington, IN

Dan Fitzsimmons
Assistant Athletic Director for IT
IU Athletics
Bloomington, IN