

# Zachary Johns

429 Susquehanna Street, Forest City PA 18421

Phone: (570) 904-7723

Email: johnszj16@mounties.mansfield.edu



## Skills and Knowledge

Skillset	Skill Level
Windows OS (XP, Vista, 7, 8, 10)	Expert
Microsoft Office (Word, Excel, Access, Outlook, Powerpoint, etc.)	Expert
Google Cloud (Docs, Hangouts, etc.)	Expert
Adobe Photoshop	Adept
HTML	Intermediate
Java	Intermediate
PHP	Intermediate
JavaScript	Intermediate
SQL	Intermediate
.NET	Intermediate
VBA	Intermediate
Python	Beginner

## Education

### Mansfield University

Mansfield, PA— Enrolled 2013 - Present

I am currently a Senior studying Computer Science with a concentration in Information Systems at Mansfield University of Pennsylvania. My current combined GPA is 3.6.

### Forest City Regional School District

Forest City, PA — Graduated 2013

I graduated from Forest City Regional High School class of 2013. My final cumulative GPA was in the A- range. While attending I focused on Technology, History, and English.

## Work Experience

### **Mansfield University Maintenance**

Mansfield, PA— Summer 2016

I was hired as a Student Maintenance worker for the Summer of 2016. While there my responsibilities involved the repair and preparation of the Residence Halls for the upcoming 2016-2017 Academic year. This position provided me with a new set of skills that should prove highly valuable.

#### **Accomplishments**

- Repaired Residence Halls
- Acquired New Skills in Building Repair
- Assisted in Improving the Mansfield Experience For Many Students

### **Mansfield University Residence Life**

Mansfield, PA— 2015 - 2016

I was hired as a Resident Assistant by Mansfield University for the 2015-2016 Academic year. This is a position of great responsibility, requiring a high level of commitment. In this position I have utilized skills in time-management, conflict resolution, counseling, leadership, management and organization, and customer service. This position has been an overwhelmingly positive experience, and I have taken away a great deal of knowledge from it.

#### **Accomplishments**

- Resolved High-Tension Situations
- Assisted in Improving the Mansfield Experience For Many of My Residents
- Built working Relationships Within The Mansfield Community
- Organized successful Community Builders and Floor Programs

### **Dollar General**

Forest City, PA— 2014 - 2015

I began working at Dollar General in the summer of 2014. While there I learned new and useful people skills, as well as improving those I already possessed.

#### **Accomplishments**

- Rapid Completion of all duties
- Quality Customer Service

### **Microfilms Desk, North Hall Library**

Mansfield, PA— 2013 - 2015

I was first Employed as a student worker at the North Hall Library at the start of the Fall Semester 2013. Initially, I was assigned to work Stack Maintenance. However, after one semester I was promoted to the Microfilms desk. This move came a full semester earlier than it is typically available.

#### **Accomplishments**

- Rapid Completion of all duties
- Accelerated Advancement
- Quality Customer Service

## References

**Available upon request.**