IM A. SAMPLE VIII

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Omaha, Nebraska 68134
(402) 493-1234
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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.

COLLEGIATE ACTIVITIES

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

REFERENCES AVAILABLE UPON REQUEST