# Sample Entry level Information Technology Résumé

NAME

Address Phone Number Email address

## **Summary of Qualifications**

- Outstanding academic record. Achieved Dean's list for 15/16 semesters and GPA of 3.75.
- Four years of experience as help desk technician and web developer.
- Proficiency in various programs, operating systems and applications.
- Expert at finding and resolving malfunctions, using exceptional technical and communication skills to ensure minimization of downtime and optimal computer performance.

#### **Education**

Purdue University College of Technology, Kokomo, In Bachelor of Science in Computer and Information Technology Expected Graduation date: May 2010 G.P.A. 3.0/4.0 (only if it is above a 3.0)

#### **Technical Qualifications**

- <u>Programming languages:</u> C#, Visual C++, C++, CSS, ASP, JavaScript, Java Servlet, HTML, Java Server pages, JBuilder, XML, PHP, Apache.
- <u>Software Applications:</u> Microsoft Suite (Excel, Word, Access, Power Point), Macromedia Homesuite, Adobe Photoshop, FrontPage/Dreamweaver, macromedia Flash, DrScheme.
- <u>Database Management:</u> Database SQL command, MySQL.
- Operating Systems: Mac OSX, Windows XP professional, UNIX.

## **Professional Experience**

## Promega Corporation, Indianapolis, IN

Web Developer (2008 - Present)

- Helped in the re-launching and redesigning of company's web site that resulted in increased online sales by 15% and improved navigation.
- Responsible for implementation of programs and build databases that let the users to register unique names and passwords.
- Help in implementation, creation and management of multiple applications for back end and web site. Back end include Flash slide shows, newsletter, and RSS.
- Web site updating and editing using several languages such as XML, HTML, and CSS.

#### SGate Entertainment, Indianapolis, IN

Web Developer/Help Desk Technician (5/2005-9/2008)

- Utilized JavaScript, HTML, Flash and CSS to create company's web site.
- Primarily recruited to help, help desk. Assured software and hardware were installed and operated at peak efficiency.
- Accountable for long-term and day-to-day maintenance and technical support of site including suggestion solutions and analyzing requirements to meet user needs.
- Offered support for 10 users. Helped with migration from PC to Mac environment.

### **Volunteer/activities**

- Tutor computer students
- Assist area school corporation with computer updates

References upon request (optional)