1. Worked with [Type] organization to implement computer literacy program and technology use into day to day instruction.
2. Planned and implemented curriculum to teach up-to-date technology to [Number] students.
3. Emphasized web etiquette and practical applications of technology for professional use.
4. Set up computers and networking systems and delivered step-by-step instructions on basic use.
5. Attended professional development technology courses to increase knowledge base and learn new information.
6. Compiled, administered and graded examinations or assigned work to others.
7. Designed classes on [Software] for [Type] students.
8. Maintained inventory and upkeep for [Number] [Type] devices and computers.
9. Facilitated computer lab of [Number] people from [Type] to [Type] computer use and designed appropriate and specialized lesson plans.
10. Taught [Type], [Type] and [Type] coding languages according to age group and ability.
11. Exceeded goals through effective task prioritization and great work ethic.
12. Carried out day-day-day duties accurately and efficiently.
13. Identified issues, analyzed information and provided solutions to problems.
14. Increased customer satisfaction by resolving [product or service] issues.
15. Served customers in a friendly, efficient manner following outlined steps of service.
16. Prepared a variety of different written communications, reports and documents to ensure smooth operations.
17. Improved [type] through consistent hard work and dedication to [project or department or task or customer].
18. Delivered exceptional level of service to each customer by listening to concerns and answering questions.
19. Maintained and repaired facilities, equipment and tools to achieve operational readiness, safety and cleanliness.
20. Actively listened to customers' requests, confirming full understanding before addressing concerns.