1. Worked with [Type] organization to implement computer literacy program and technology use into day to day instruction.
2. Maintained inventory and upkeep for [Number] [Type] devices and computers.
3. Planned and implemented curriculum to teach up-to-date technology to [Number] students.
4. Attended professional development technology courses to increase knowledge base and learn new information.
5. Emphasized web etiquette and practical applications of technology for professional use.
6. Designed classes on [Software] for [Type] students.
7. Taught [Type], [Type] and [Type] coding languages according to age group and ability.
8. Compiled, administered and graded examinations or assigned work to others.
9. Set up computers and networking systems and delivered step-by-step instructions on basic use.
10. Facilitated computer lab of [Number] people from [Type] to [Type] computer use and designed appropriate and specialized lesson plans.
11. Handled [number] calls per [timeframe] to address customer inquiries and concerns.
12. Prepared a variety of different written communications, reports and documents to ensure smooth operations.
13. Developed and maintained courteous and effective working relationships.
14. Worked with [type] customers to understand needs and provide excellent service.
15. Used Microsoft Word and other software tools to create documents and other communications.
16. Identified issues, analyzed information and provided solutions to problems.
17. Actively listened to customers, handled concerns quickly and escalated major issues to supervisor.
18. Improved [type] through consistent hard work and dedication to [project or department or task or customer].
19. Managed team of [number] employees, overseeing hiring, training, and professional growth of employees.
20. Led [type] team in delivery of [type] project, resulting in [result].