1. Facilitated computer lab of [Number] people from [Type] to [Type] computer use and designed appropriate and specialized lesson plans.
2. Planned and implemented curriculum to teach up-to-date technology to [Number] students.
3. Taught [Type], [Type] and [Type] coding languages according to age group and ability.
4. Worked with [Type] organization to implement computer literacy program and technology use into day to day instruction.
5. Maintained inventory and upkeep for [Number] [Type] devices and computers.
6. Set up computers and networking systems and delivered step-by-step instructions on basic use.
7. Emphasized web etiquette and practical applications of technology for professional use.
8. Designed classes on [Software] for [Type] students.
9. Compiled, administered and graded examinations or assigned work to others.
10. Attended professional development technology courses to increase knowledge base and learn new information.
11. Used Microsoft Word and other software tools to create documents and other communications.
12. Demonstrated respect, friendliness and willingness to help wherever needed.
13. Created plans and communicated deadlines to ensure projects were completed on time.
14. Used coordination and planning skills to achieve results according to schedule.
15. Managed quality assurance program, including on-site evaluations, internal audits and customer surveys.
16. Exceeded goals through effective task prioritization and great work ethic.
17. Successfully maintain clean, valid driver's license and access to reliable transportation.
18. Handled day-to-day running of [project or department or task], ensuring high levels of productivity and progression.
19. Resolved problems, improved operations and provided exceptional service.
20. Adhered to social distancing protocols and wore mask or face shield at all times.