1. Planned and implemented curriculum to teach up-to-date technology to [Number] students.
2. Emphasized web etiquette and practical applications of technology for professional use.
3. Worked with [Type] organization to implement computer literacy program and technology use into day to day instruction.
4. Set up computers and networking systems and delivered step-by-step instructions on basic use.
5. Facilitated computer lab of [Number] people from [Type] to [Type] computer use and designed appropriate and specialized lesson plans.
6. Designed classes on [Software] for [Type] students.
7. Taught [Type], [Type] and [Type] coding languages according to age group and ability.
8. Attended professional development technology courses to increase knowledge base and learn new information.
9. Compiled, administered and graded examinations or assigned work to others.
10. Maintained inventory and upkeep for [Number] [Type] devices and computers.
11. Used critical thinking to break down problems, evaluate solutions and make decisions.
12. Quickly learned new skills and applied them to daily tasks, improving efficiency and productivity.
13. Created plans and communicated deadlines to ensure projects were completed on time.
14. Managed quality assurance program, including on-site evaluations, internal audits and customer surveys.
15. Actively listened to customers' requests, confirming full understanding before addressing concerns.
16. Handled day-to-day running of [project or department or task], ensuring high levels of productivity and progression.
17. Successfully maintain clean, valid driver's license and access to reliable transportation.
18. Used Microsoft Word and other software tools to create documents and other communications.
19. Prepared a variety of different written communications, reports and documents to ensure smooth operations.
20. Delivered exceptional level of service to each customer by listening to concerns and answering questions.