1. Emphasized web etiquette and practical applications of technology for professional use.
2. Designed classes on [Software] for [Type] students.
3. Maintained inventory and upkeep for [Number] [Type] devices and computers.
4. Set up computers and networking systems and delivered step-by-step instructions on basic use.
5. Taught [Type], [Type] and [Type] coding languages according to age group and ability.
6. Facilitated computer lab of [Number] people from [Type] to [Type] computer use and designed appropriate and specialized lesson plans.
7. Attended professional development technology courses to increase knowledge base and learn new information.
8. Planned and implemented curriculum to teach up-to-date technology to [Number] students.
9. Compiled, administered and graded examinations or assigned work to others.
10. Worked with [Type] organization to implement computer literacy program and technology use into day to day instruction.
11. Resolved problems, improved operations and provided exceptional service.
12. Worked closely with [job title] to maintain optimum levels of communication to effectively and efficiently complete projects.
13. Developed team communications and information for meetings.
14. [Type] hardware proficiency
15. Participated in continuous improvement by generating suggestions, engaging in problem-solving activities to support teamwork.
16. Devoted special emphasis to punctuality and worked to maintain outstanding attendance record, consistently arriving to work ready to start immediately.
17. Used Microsoft Word and other software tools to create documents and other communications.
18. Managed quality assurance program, including on-site evaluations, internal audits and customer surveys.
19. Carried out day-day-day duties accurately and efficiently.
20. Adhered to social distancing protocols and wore mask or face shield at all times.