1. Planned and implemented curriculum to teach up-to-date technology to [Number] students.
2. Attended professional development technology courses to increase knowledge base and learn new information.
3. Maintained inventory and upkeep for [Number] [Type] devices and computers.
4. Taught [Type], [Type] and [Type] coding languages according to age group and ability.
5. Facilitated computer lab of [Number] people from [Type] to [Type] computer use and designed appropriate and specialized lesson plans.
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. Worked with [Type] organization to implement computer literacy program and technology use into day to day instruction.
9. Compiled, administered and graded examinations or assigned work to others.
10. Designed classes on [Software] for [Type] students.
11. Developed team communications and information for meetings.
12. Performed duties in accordance with all applicable standards, policies and regulatory guidelines to promote safe working environment.
13. Received and processed stock into inventory management system.
14. Developed and implemented performance improvement strategies and plans to promote continuous improvement.
15. Offered friendly and efficient service to all customers, handled challenging situations with ease.
16. Developed and maintained courteous and effective working relationships.
17. Worked with [type] customers to understand needs and provide excellent service.
18. Maintained and repaired facilities, equipment and tools to achieve operational readiness, safety and cleanliness.
19. Completed all paperwork, recognizing any discrepancies and addressing them in a timely fashion.
20. Actively listened to customers' requests, confirming full understanding before addressing concerns.