1. Taught [Type], [Type] and [Type] coding languages according to age group and ability.
2. Worked with [Type] organization to implement computer literacy program and technology use into day to day instruction.
3. Designed classes on [Software] for [Type] students.
4. Planned and implemented curriculum to teach up-to-date technology to [Number] students.
5. Compiled, administered and graded examinations or assigned work to others.
6. Set up computers and networking systems and delivered step-by-step instructions on basic use.
7. Maintained inventory and upkeep for [Number] [Type] devices and computers.
8. Attended professional development technology courses to increase knowledge base and learn new information.
9. Facilitated computer lab of [Number] people from [Type] to [Type] computer use and designed appropriate and specialized lesson plans.
10. Emphasized web etiquette and practical applications of technology for professional use.
11. Managed quality assurance program, including on-site evaluations, internal audits and customer surveys.
12. Monitored all company inventory to ensure stock levels and databases were updated.
13. Received and processed stock into inventory management system.
14. Saved $[amount] by implementing cost-saving initiatives that addressed long-standing problems.
15. Performed duties in accordance with all applicable standards, policies and regulatory guidelines to promote safe working environment.
16. Worked closely with [job title] to maintain optimum levels of communication to effectively and efficiently complete projects.
17. Delivered exceptional level of service to each customer by listening to concerns and answering questions.
18. Completed all paperwork, recognizing any discrepancies and addressing them in a timely fashion.
19. Prepared a variety of different written communications, reports and documents to ensure smooth operations.
20. Drove operational improvements which resulted in savings and improved profit margins.