**Student Name**  
**dfjiaofjieoafweo**

**PROFILE**

I am a Freshman at Southwestern Illinois College (SWIC) eager to learn and start in the work force. I am seeking the opportunity to expand my skills, knowledge and experience in a junior role. I am eager to learn and open to tackling a range of tasks. I am a strong team player and always complete tasks to a high degree of quality and to deadline. I am pursuing an Associate in Applied Science with a specialization in Tech Support/Help Desk.

**EDUCATION**

O’Fallon Township high School, O’Fallon, Illinois

2008-2010

Pensacola State College, 1000 College Blvd, Pensacola, FL 32504

2010-2012

Southwestern Illinois College (SWIC), 2500 Carlyle Ave, Belleville, IL 62221

Current

**ACHIEVEMENTS & ABILITIES**

* Energetic, hard working, willing to learn and accept constructive criticism.
* Strong motivation for advancing in a career.
* Enjoy contributing to a team effort and creating a good working environment.
* A team player, able to motivate
* Organized and pay attention to detail
* Take pride in work and always achieve tasks to high quality
* Current driver’s license

**IT Skills**

I am highly computer literate and proficient with the following programs:

* Microsoft Word
* Microsoft Excel
* Microsoft Power Point
* Windows XP/Vista/Win 7, Win 8.1 Installations and use

**Sales**

* Skilled in demonstrating and describing products, solutions, etc
* Competence in using electronic cash register
* Competence in handling money

**Administration**

* Typing at 40+ words per minute
* Experience with a range of office duties including telephones, mail, filing, inventory and ordering
* Hands-on experience with office software

**Communication**

* Written and verbal communication skills
* Experience and ease communicating with a range of people including customers, suppliers, managers and work colleagues
* Experience and ease with providing customer support (both verbal and written) including describing, suggesting and demonstrating products/services

**Completed Classes**

* Introduction to Networking
* Internet Essentials
* HTML (HTML5)
* Intro to Information Tech
* Operating System/Windows (Windows 7)
* Electronic Spreadsheets (MS Excel 2013)

**References**

Jane Doe

Program Manager

NGA, St Louis

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