
CHRONOLOGICAL (COMPUTER/TECHNICAL)

IM A. SAMPLE VIII

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OBJECTIVE

Seeking position in Information Systems or related field utilizing solid academic background along with exceptionally strong analytical, problem solving and customer service skills.

EDUCATION

BS in Computer Information Systems—Web-based Networking

Bellevue University, Bellevue NE
Dean's Scholar

Expected Graduation Date: January 20xx

GPA to date: 3.86/4.00

Associate of Applied Science, Metropolitan Community College, Omaha NE (20xx)

Major: Management Information Systems

GPA: 3.45/4.00

TECHNICAL KNOWLEDGE AND SKILLS

Operating Systems: Windows 19xx/20xx/XP/NT, UNIX/Linux

Technical Support: Installation, Configuration & Troubleshooting of Hardware & Software

Languages: Visual Basic, C, C++, Visual C++, Java, HTML, XML, ASP.NET

Database Management: Relational Databases. SQL, PL/SQL, MS Access

Applications: MS Office (Word, Excel, PowerPoint, Outlook), MS Project

PROFESSIONAL EXPERIENCE

Computer Support Technician/Intern, Union Pacific Railroad, Omaha NE (Summer 20xx)

- Assisted in systems administration and configuration in UNIX and Windows NT.
- Installed and maintained local area networks, including Novell and Windows systems.
- Staffed Help Desk; analyzed and resolved system problems encountered by end users.
- Participated in the design and development of the department's web site.
- Assisted with the maintenance of e-mail and other Internet applications.

Computer Lab Assistant, Bellevue University, Bellevue NE (20xx – 20xx)

- Provided advice and guidance to college students on the effective use of PCs and various software applications.
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COLLEGIATE ACTIVITIES

Volunteer Contributor, Bellevue University Computer Lab Newsletter

Member, Varsity Baseball Team, Bellevue University

REFERENCES AVAILABLE UPON REQUEST