

[Sample: *Computer Science – BS – Limited Experience*]

John Doe

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EDUCATION

Governors State University, University Park, IL, Expected May 2014
Bachelor of Science Degree in Computer Science

SOFTWARE

Macromedia Suite	Adobe Photoshop	MS Word	Front Page
Netscape Composer	MS Excel	MS Access	MS Power Point

LANGUAGES

ASP / ASP.NET	PHP	Java	C++
Visual Basic .NET	HTML/XML	C#	Shell

OPERATING SYSTEMS

Windows 9x/00/NT/XP	Linux	Sun OS	Free BSD
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DATABASES

Oracle	SQL Server	MySQL	MS Access
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IT EXPERIENCE

Abel Company, Chicago, IL, June 2013-Present
Computer Operations Intern

- Research business conditions and recommend technology improvements to increase revenues.
- Team with staff to derive innovative technology-based solutions to business problems.
- Assist computer analyst with troubleshooting activities for three offices on a daily basis.

Great Job Company, Oak Brook, IL, September 2010-June 2013

Information Systems Assistant

- Worked with team to redesign and develop major systems and computer operations during a time when the company was growing at a rate of 27% annually.
- Created and implemented new hardware and software systems to improve business performance.
- Organized team of 15 to maintain and upgrade computer systems for efficient work flow.

Great Technology Company, Chicago, IL, June 2010-September 2011

Online Services Assistant

- Developed use of online technology to keep pace with regional and national competition.
- Designed database technology as part of corporation's transition to systems information.
- Automated all aspects of communication and scheduling for all full-time employees.

HONORS AND ACTIVITIES

Dean's List, 2011-2013

V. President, GSU Computer Science Club, 2013-Present

Treasurer, GSU Computer Science Club, 2012-2013