

Resume Sample

Mari Jones

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SUMMARY OF QUALIFICATIONS

- 3 years experience in computer lab and network administration
- Demonstrated customer service experience in various settings
- Work will independently and in team projects
- Computer Skills: Proficient in C/C++, HTML, XML, Microsoft Office, Windows NT, LAN, web design

EDUCATION

Northeast Wisconsin Technical College, Green Bay, WI

Associate Degree: Network Specialist

(Expected) May 20xx

- GPA: 3.6
- Related Coursework: Network: UNIX/LINUX, Cisco 1-3, Microsoft Server 1 & 2, Firewall Installation & Configuration

COMPUTER EXPERIENCE

Computer Lab Assistant, NWTC

January 20xx-present

- Provide instructional assistance in a PC and Mac Lab
- LAN installation and maintenance using Microsoft NT

Network Administrator Intern, Green Bay Public Schools

January 20xx-present

- Aided teachers and students on proper use of computers
- Worked with administration to help design and maintain school's computer network

OTHER WORK EXPERIENCE

Customer Service Representative, Best Buy, Green Bay, WI August 20xx-December 20xx

Server, Perkins, Green Bay, WI June 20xx-January 20xx

Use the word "expected" by the graduation date if you have not yet graduated

It is possible to show that you have held multiple jobs without having to describe each of them