IT Resume

123 Main Street ♦ City, ST zip ♦ email@email.com ♦ (cell) pho-ne##

EDUCATION

University of Northern Iowa, Cedar Falls, Iowa
Bachelor of Arts in Computer Science , May 20XX
- Dean's List: 5 semesters
- Cumulative GPA: 3.46/4.00

TECHNICAL KNOWLEDGE & EXPERIENCE

Programming Languages: C/C++, Python, Swift/Objective C, Java, C#, HTML/CSS/Java Script
Networking: Cisco Systems, Active Directory, LDAP

EXPERIENCE

UNI Financial Aid Office, Cedar Falls, IA   October 20XX - Present
Intern, Information Technology
- Implemented an ios and android app for understanding UNI Financial Aid
- Provide hardware, software, and network support to staff and students
- Research and develop training procedures for increasing data security with all staff
- Maintain hardware and software to function at peak performance
- Assist network operator with daily back-ups and network traffic
- Lead and consult with a team three to convert website to new university standard in Drupal
- Develop and maintain inventory records and web pages
- Format data for uploads and pull data for reports

GMAC, Waterloo, IA   December 20XX - August 20XX
Computer Technician
- Answered technical questions in a clear and concise manner for basic-end users
- Trained eight new employees in hardware and software applications
- Repaired and maintained computers for maximum working capacity
- Conducted computer training classes for 15 employees
- Facilitated computer moves throughout the company

UNI Curris Business Building, Cedar Falls, IA   August 20XX - December 20XX
Lab Assistant
- Assisted students with hardware, software, and printing questions and problems
- Oversaw and maintained computers
- Answered diverse technology-related questions

COLLEGE ACTIVITIES

Computer Club
President   August 20XX – May 20XX
- Revived a club that was down to only five members, growing to thirty new members
- Implemented a new vision focused on programming, inviting guests from top companies to share projects and teach newest methods

UNI Leadership Center
Participant   October 20XX – May 20XX
- Participated in eight training sessions focused on improving leadership skills
- Identified personal leadership traits