Jane Doe

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EDUCATION

Bachelor of Science in Information Technology   May 2020
Coastal Carolina University, Conway, SC
GPA: 3.56

Relevant Coursework: System Architecture, Linux Fundamentals, Information Systems Security, Systems Integration, Human Computer Interaction, Project Management, Linux System Administration

EXPERIENCE

Coastal Carolina University, Conway, SC   August 2019 - Present
Information Technology Assistant
- Assist with management and maintenance of computers, tablets, and equipment
- Manage helpdesk service operations assisting staff, faculty, and students
- Monitor over 100 individual machines, solving hardware and software issues
- Utilize interpersonal skills to assist individual students with technology issues
- Solve errors with programs with little to no documentation
- Frequently resolve problems that are time sensitive with limited direct supervision

Ross Department Stores, Myrtle Beach, SC   February 2017 - December 2018
Sales Associate
- Exceeded sales goals for a high volume retail discount department store
- Provided excellent customer service for tourists and residents
- Operated Point of Sale system for customer transactions

Lowcountry Food Bank, Myrtle Beach, SC   May 2016 - August 2016
Volunteer Staff
- Contributed as a member of a five person stocking and inventory team
- Entered data into inventory management system
- Assisted with food drive events in the community

SKILLS
- Microsoft Office: Word, PowerPoint, Excel, Publisher, Access, Outlook
- HTML, C, C++, Python, Java, Java 7, JavaScript
- Windows, Mac OS, Linux OS
- Security+
- SQL, MySQL
- Firewall Configuration and Implementation