

Joan Doe

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Education

Bachelor of Science in Information Technology

May 2023

Coastal Carolina University, Conway, SC

GPA: 3.0

Relevant Coursework: Internet and World Wide Web, Web Interface Development, Ethics in Computer Science, Business Communication, Calculus

Experience

Best Buy, Myrtle Beach, SC

May 2019 - Present

Sales Associate

- Provide excellent customer service by resolving customer concerns professionally
- Maintain an in-depth knowledge of all products to ensure accurate information
- Upholds Best Buy standards and values

Sir Pizza, North Myrtle Beach, SC

May 2017 - May 2018

Kitchen Staff

- Trained for many tasks that required time management skills
- Demonstrated excellent communication and customer service skills

Skills

- Java, Java 7, JavaScript
- Microsoft Office: Word, PowerPoint, Excel, Publisher, Access, and Outlook
- Networking
- HTML
- Firewall Configuration and Implementation
- Virtual Servers
- Website development: Wix
- Photoshop
- Mac OS

Campus & Community Service

- Member: Coastal Carolina University Numbers and Bytes student organization
- Member: Student Environmental Council, Montgomery County, MD
- Participant: CCU Relay for Life, Spring 2019
- Volunteer: Chantcrew Move-In Day for Freshmen, Fall 2019