

Your Name
123 Maple Street
Baton Rouge, Louisiana 70810
225-555-5555
sresume@yahoo.com

OBJECTIVE:

To obtain a position in Computer Information Systems that will enable me to use my strong organizational skills and educational background.

EDUCATION:

Bachelor of Science
General State University
Major: Computer Information Systems

Expected Graduation: May 2019
Baton Rouge, Louisiana
GPA: 3.9

SIGNIFICANT COURSEWORK:

MS SQL, Exchange, Access, .Net frameworks, Java

COMPUTER SKILLS:

Operating Systems: Windows 7, Vista, XP, Mac OS X, Android, Linux

SPECIAL SKILLS:

Fluent in Spanish

RELATED EXPERIENCE:

IT Intern
International Computer Company

May 2018 – August 2018
Baton Rouge, Louisiana

- Assisted with 2 major application implementation projects.
- Resolved basic computer issues for 50 end users.
- Supported the IT team in the maintenance of hardware, software and other systems.

OTHER WORK EXPERIENCE:

Sales Associate
ABC Store

May 2017 – August 2017
Baton Rouge, Louisiana

- Handled returns and exchanges in the customer service department.
- Completed mark downs and shipments.
- Assisted with a major store-wide inventory.

VOLUNTEER EXPERIENCE:

Youth Assistant
ABC Social Agency

May 2016 – August 2016
Baton Rouge, Louisiana

- Organized a social event for 30 middle school students.
- Assisted 10 students with homework assignments.

LEADERSHIP EXPERIENCE:

Vice President – Phi Phi Phi Honor Society
Elected Vice President

January 2016 – May 2016

- Increased chapter enrollment by 15% for the academic year.

HONORS:

President's List
Dean's List

Spring 2018
Fall 2017, Spring 2016