

SAMPLE STUDENT

Palatine, IL 60067 | 847.555.1212
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DATABASE MANAGEMENT

Motivated and skilled professional with experience in databases, operating systems, and database applications. Fast learner with new technology and confident when solving customer concerns. Strong communication, analytical, and customer service skills. Ability to work independently or in a team environment in a fast-paced environment.

TECHNICAL SKILLS

Databases: Oracle, MS-SQL, MySQL, DB2, Filestream
Operating Systems: Windows, UNIX
Applications: SQL-Loader, SQL Navigator, Forte for Java

EDUCATION

Harper College, Palatine, IL
Associate in Applied Science: Information Systems
Software Development Certificate
Phi Theta Kappa
Anticipated Graduation May 20xx
December 20xx

EXPERIENCE

Best Buy, Schaumburg, IL

Geek Squad Cadet

October 20xx to Present

- Travel to client's home and perform delivery and basic installation of home theaters, computers, and satellite and multi-room audio systems
- Provide technical advice and assistance in operating new products
- Order, receive, and transport parts for product diagnosis and parts installation
- Utilize strong customer service skills and act as Best Buy representative and consultant
- Complete all administrative paperwork in timely manner

Harper College, Palatine, IL

Information Technology Student Aide

January 20xx to Present

- Assist students, faculty, and staff with questions and problems related to the use of computer equipment and software applications
- Manage front desk, enforce computer lab rules, and maintain appropriate environment
- Report all hardware and software problems to service desk

VOLUNTEER EXPERIENCE

Bridge Youth and Family Services, Des Plaines, IL

Technology Volunteer

April 20xx to Present

- Assist organization with social media updates and website construction
- Teach clients basic computer skills such as Microsoft Office

ACTIVITIES

Harper College, Palatine, IL

Environmental Club

August 20xx to Present