

[Sample: *Computer Science – BS – Limited Experience*]

## John Doe

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### EDUCATION

**Governors State University**, University Park, IL, Expected May 2024  
Bachelor of Science Degree in Computer Science

### SOFTWARE

Macromedia Suite	Adobe Photoshop	MS Word	Front Page
Netscape Composer	MS Excel	MS Access	MS Power Point

### LANGUAGES

ASP / ASP.NET	PHP	Java	C++
Visual Basic .NET	HTML/XML	C#	Shell

### OPERATING SYSTEMS

Windows 9x/00/NT/XP	Linux	Sun OS	Free BSD
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### DATABASES

Oracle	SQL Server	MySQL	MS Access
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### IT EXPERIENCE

**Abel Company**, Chicago, IL, June 2023-Present  
Computer Operations Intern

- Research business conditions and recommend technology improvements to increase revenues.
- Team with staff to derive innovative technology-based solutions to business problems.
- Assist computer analyst with troubleshooting activities for three offices on a daily basis.

**Great Job Company**, Oak Brook, IL, September 2020-June 2023

Information Systems Assistant

- Worked with team to redesign and develop major systems and computer operations during a time when the company was growing at a rate of 27% annually.
- Created and implemented new hardware and software systems to improve business performance.
- Organized team of 15 to maintain and upgrade computer systems for efficient work flow.

**Great Technology Company**, Chicago, IL, June 2020-September 2021

Online Services Assistant

- Developed use of online technology to keep pace with regional and national competition.
- Designed database technology as part of corporation's transition to systems information.
- Automated all aspects of communication and scheduling for all full-time employees.

### HONORS AND ACTIVITIES

Dean's List, 2011-2013

V. President, GSU Computer Science Club, 2023-Present

Treasurer, GSU Computer Science Club, 2022-2023