Name (Sample IT Resume)

100 Main Street ■ Rochester, NY 14607 ■ Cell: (585) 123-4567 ■ name@mail.naz.edu

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EDUCATION

Nazareth College of Rochester
B.A. Information Technology
May 2014   GPA 3.8
Dean's List, every semester
Presidential Scholarship

RELATED EXPERIENCE

Walt Disney Cruise Line, Orlando, FL (Summer 2012)
Information Technology Intern
- Served as member of Messaging and Collaboration team of 10 people.
- Analyzed data usage by remotely connecting to servers on cruise ships.
- Managed statistical data in Microsoft Excel spreadsheet.
- Participated in weekly business meetings to discuss weekly tasks and updates.
- Attended training sessions for IBM SmartCloud email database and created FAQ sheet for cruise line employees.

Information Technology Services, Nazareth College (9/11-5/12)
- Installed and set up computers and printers in new academic building on Nazareth network.
- Assisted students, faculty and staff via telephone and in person with troubleshooting technical issues, including password resets and network connectivity.
- Set up media and computer equipment for campus and special events.

LEADERSHIP EXPERIENCE

Office of Undergraduate Admissions, Nazareth College (4/12-8/13)
Student Ambassador/Social Media Manager
- Participated in weekly meetings to brainstorm marketing ideas for ambassador program.
- Greeted prospective students and families and gave tours of campus to groups of up to 30 people.
- Managed Facebook, Twitter, Instagram, and Vine accounts. Wrote and edited Wordpress blog regarding life as a Nazareth College student.
- Utilized Microsoft Excel to manage spreadsheet of contact and program information.
- Professionally represented department at campus-wide events.
- Served as member of leadership committee to help plan ambassador training and edited training, tour guide, and social media handbooks.

OTHER WORK EXPERIENCE

Koto Japanese Steakhouse, *Waitress/Hostess*, Syracuse, NY (6/11-Present)
Brookdale Senior Living Center, *Waitress,* Syracuse, NY (8/06-9/11)

COMPUTER SKILLS

Programming Languages: C++, C#, HTML 5, Java
Software: Microsoft Word, Excel, Access, PowerPoint, Adobe Photoshop