FIRST LAST

456 Eddie Cougar Avenue (618) 555-9876
Edwardsville, IL 62025 firstlast@siue.edu

EDUCATION

Bachelor of Science in Business Administration Expected: May 2021
Specialization: Computer Information Systems Edwardsville, Illinois
Southern Illinois University Edwardsville (SIUE)
- 1337 Scholarship: August 2018

RELEVANT COURSEWORK

Structured Systems Analysis   IT Hardware and Systems Software
Programming Logic   Java for Business

RELEVANT EXPERIENCE

Student Technician August 2019 – Present
SIUE Information Technology Services Edwardsville, IL
- Assist and answer computer related questions at a help desk kiosk during the *Move In Day*
- Setup computers, printers, scanners, and other office technologies for departments across campus
- Troubleshoot computer software issues and develop creative solutions
- Perform updates and install software
- Count and track University computers and other technologies

IT Intern June 2019- August 2019
Grand Systems, Inc. St. Louis, MO
- Troubleshoot and maintained general technical equipment like computers, printers, and scanners
- Updated date management system and company website; checked for errors
- Solved employee problems related to software through Database Management System using SQL
- Checked and recorded items for inventory checks

SKILLS

- Java
- JavaScript
- HTML
- Database Management System
- MySQL
- Windows and Mac OS proficiency

WORK EXPERIENCE

Resident Assistant August 2018 – May 2019
SIUE Campus Housing Edwardsville, IL
- Bridged communication between housing directors and residents
- Encouraged interactions amongst residents through programming and delegation of power
- Attended workshops on cultural sensitivity, leadership skills, and organizational skills
- Met with staff weekly to debrief on community issues
- Worked as emergency "On Duty" staff contact after hours about once every two weeks

ACTIVITIES

- SIUE Project Management Symposium (Attendee) November 2018
- eHacks September 2017
- SIUE Hackathon June 2017

C A R EER D E V EL O P MEN T C EN T ER
0281 Student Success Center l 618.650.3708 l Fax: 618.650.3656
careerdevelopment@siue.edu | **www.siue.edu/cdc**