

FIRST LAST

456 Eddie Cougar Avenue
Edwardsville, IL 62025

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EDUCATION

Bachelor of Science in Business Administration
Specialization: Computer Information Systems
Southern Illinois University Edwardsville (SIUE)

- 1337 Scholarship: August 2017

Expected: May 2020
Edwardsville, Illinois

RELEVANT COURSEWORK

Structured Systems Analysis
Programming Logic

IT Hardware and Systems Software
Java for Business

RELEVANT EXPERIENCE

Student Technician

August 2018 – Present
Edwardsville, IL

SIUE Information Technology Services

- 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 2018- August 2018
St. Louis, MO

Grand Systems, Inc.

- Troubleshoot and maintained general technical equipment like computers, printers, and scanners
- Updated data 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 2017 – May 2018
Edwardsville, IL

SIUE Campus Housing

- 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)
 - eHacks
 - SIUE Hackathon
- November 2018
September 2017
June 2017