

# BUSINESS ADMINISTRATION RESUME

## FIRST LAST

456 Eddie Cougar Avenue  
Edwardsville, IL 62025

(618) 555-9876  
firstlast@siue.edu

### EDUCATION

Bachelor of Science in Business Administration  
Specialization: Computer Information Systems  
Southern Illinois University Edwardsville (SIUE)  
▪ 1337 Scholarship: August 2018

Expected: May 2021  
Edwardsville, Illinois

### RELEVANT COURSEWORK

Structured Systems Analysis  
Programming Logic

IT Hardware and Systems Software  
Java for Business

### RELEVANT EXPERIENCE

#### *Student Technician*

SIUE Information Technology Services

August 2019 – Present  
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*

Grand Systems, Inc.

June 2019- August 2019  
St. Louis, MO

- 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*

SIUE Campus Housing

August 2018 – May 2019  
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)
- eHacks
- SIUE Hackathon

November 2018  
September 2017  
June 2017

### CAREER DEVELOPMENT CENTER

0281 Student Success Center | 618.650.3708 | Fax: 618.650.3656  
careerdevelopment@siue.edu | [www.siue.edu/cdc](http://www.siue.edu/cdc)