

Shawn Sample
1234 Resume Boulevard
Rochester, NY 14620
585-555-1212
email@address.com

Objective:

Full-time position as a Computer Technician

Education:

Associate in Applied Science, Computer Technology, May 2005

Monroe Community College, Rochester, NY

Overall GPA: 3.09

Relevant Courses:

Digital Computers & Information Processing

Introduction to Networks

Building & Maintaining the PC

Assembly Language Programming

Communications & Networking

Intro to UNIX

COBOL

AC/DC Circuit Analysis

Programming for Information Systems

Digital Computer Organization

Operating Systems & Peripherals

Web Site Design

UNIX-Building Shell Scripts

Microcontrollers

Computer Skills:

- Peripheral device configuration and troubleshooting
- Expansion card and component configuration
- Familiarity with DOS, UNIX, Windows, NT Server, NT Workstation, HTML, Java, Microsoft, Adobe, Netscape, Internet Explorer, etc.
- FTP software and file server software
- PC hardware and software support
- Web-page creation and graphic design

Work Related Experience:

Technician/Sales, XYZ Computers, Rochester, NY, May 2000-Present

- Diagnosis and minor repair of several makes of computers
- Software installation and setup
- Maintenance and setup of merchandising displays
- Direct sales of hardware, software and services
- Customer consultation on equipment and manual explanation

Computer Lab Monitor, Monroe Community College, Rochester, NY, May 2002-Present

- Responsible for maintenance of faculty, staff and student computers in the lab
- Assist with installation of software and set up
- Assist with maintenance of Technology Department web site