Resuma Sample

Chicago, IL | (312) 333-4444 | tr345@ccc.edu | TessResum@gmail.com

TECHNICAL SKILLS

Computer:	Troubleshooting (Entry)
Operating System:	Windows (7,8,10), MacOS, Linux (Ubuntu, Kali)
Languages:	Experienced with Python, Sage Math, C++, Java
Tools/IDE:	Excel, Word, PowerPoint
Fluent:	English, Cantonese, and Mandarin Chinese

EDUCATION

Malcolm X College   Expected 05/2024
Associate of Science in Computer Science
Relevant Coursework:

- Fundamentals of Programming
- Operating Systems II
- Microcomputer Spreadsheets
- C++ Object Orientated Programming II
- Java Object Orientated Programming II
- Computer Systems 101

Wilbur Wright/National Cyber League Boot Camp
Capture The Flag: Skills and Experience Course:

- Open-Source Intelligence
- Cryptography
- Password Cracking
- Log Analysis / Network Traffic Analysis
- Forensics

EXPERIENCE

Malcolm X College / Financial Aid - **Data Entry Analyst**   03/2022 – 5/26/2022

- Using Excel and College Data to perform data entry or changes.
- Organizing Data in PDF form using Microsoft outlook and SharePoint.
- Processed client data in HTML format and parsed into database after data validation process.
- Managed project tasks and communications using Microsoft Teams to track potential problems and resolutions.

ChowBus Company - **Data Entry Analyst**   01/2021 - 12/2021

- Categorized over 100 menus using Excel and performed data entry to process client change requests for timely execution.
- Set business hours and delivery zone based on clients' requirements on web-based platform.
- Processed client data in HTML format and parsed into database after data validation process.
- Managed project tasks using Workforce, track potential problems and resolutions and communicated on progress.