**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.