

(Sample Resume)

Johnny Matics

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OBJECTIVE

Highly motivated, positive individual seeking a full time position in the field of information technology, which would employ my business and technical knowledge along with my leadership, communication, and team collaboration skills.

EDUCATION

Indiana University, Bloomington, IN

Bachelor of Science in Informatics

May 2009

Minor: Business, GPA: 3.45/4.00

Senior Capstone Project: Implementing RFID (Radio Frequency Identification) technology into the Indiana University Little 500 for race data analysis.

RELEVANT EXPERIENCE

John Deere, Moline IL

Summer 2008

Systems Analyst Intern

- Acquired navigational and functional overview of SAP and its capabilities.
- Developed SAP solution from conceptualization to full production utilizing ABAP programming.
- Increased awareness of Access and Visual Basic through the analysis and development of a user friendly tool aiding in the data migration process from legacy system to SAP.
- Gained insight into roles of a business and technical analyst through hands on experience.
- Enhanced time management skills by both creating and adhering to timeline for project completion.

University Information Technology Services, Indiana University, Bloomington, IN

Summer 2007

Computer Consultant

- Developed communication skills by helping over 1900 students, faculty, and staff both on the phone and in person.
- Tracked university network problems and solved a wide range of computer based problems.
- Utilized team collaboration skills by pooling together knowledge from a team of consultants to answer the more difficult questions.
- Built up technical knowledge by troubleshooting problems spanning across different operating systems, various types of software, and miscellaneous hardware issues.

TECHNICAL SKILLS

Languages: Java, Visual Basic, Scheme, C/C++

Platforms: UNIX, Microsoft Windows, Mac-OS, and DOS

Databases: Structured Query Language, MS Access, FoxPro, Oracle

Web development: Front page, Java Script, Cold Fusion, HTML, XML

Miscellaneous: Adobe Photoshop, Illustrator, Page Maker, Quark Express

ACTIVITIES

Access/Excel Peer Tutor Program, Bloomington, IN

Summer 2007- Present

Peer Tutor

- Increase problem solving abilities by developing examples and answering questions that re-enforce teaching of MS Access and Excel.
- Strengthen knowledge of MS Access and Excel.

Informatics Club, Bloomington, IN

Fall 2006-Present

Communications Rep

- Enhance leadership skills by attending weekly team building exercises.
- Chosen to attend summer field training session to develop leadership and team building skills.