

## Ivan Information

999 Reynholm St  
(561) 555 - 6752  
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### EDUCATION

*Bachelor of Business Administration in Management Information Systems* May 20XX  
Florida Atlantic University Boca Raton, FL

### COMPUTER SKILLS

*Ajax, Apache Hadoop, Apache Tomcat, C++, Hyperion, JavaScript, Linux, Python, Ruby on Rails, SPSS*

### EXPERIENCE

*Computer Systems Analyst Intern* Aug 20XX – Present  
**Avant Garde Information Technology, Inc.** Lake Worth, FL

- Contributed to the expansion and modification of systems to serve new purposes and improve work flow
- Maintained and tested computer programs, systems, and installations to ensure appropriate functionality
- Assisted staff and users with solving computer-related problems, included malfunctions and program problems
- Determined computer software or hardware needed for the setting up or altering of systems

*Computer Skills Volunteer* Jan 20XX – Present  
**The IT Crowd Center for Learning** Deerfield Beach, FL

- Aided individuals ranging from children to seniors in the learning of basic computer skills, including navigating the internet, composing emails, and using Microsoft Office software
- Guided students in the completing of online application for job searches and housing
- Demonstrated the various methods of organizing computer desktops for file creation and management to clarify ease of navigation

*Hostess* Oct 20XX – Aug 2XX  
**5-Spice Asian Street Market** Boca Raton, FL

- Confer with customers to provide information regarding restaurant products and services, including food items and their ingredients, catering events, and accommodating for dietary restrictions
- Greeted incoming customers in a professional and polite manner while providing them with the restaurant menu and guiding them towards their table
- Upheld restaurant standards by ensuring kitchen staff and serving staff were properly handling dining details and customer concerns