Your Name

555 Jefferson   785-628-4260
Hays, KS 67601   name@mail.fhsu.edu

Education:

Bachelor of Business Administration, May 20XX
Major: **Management Information Systems**
Fort Hays State University, Hays, KS
GPA 3.74 on 4.0 scale

Certifications/Skills:

- Cisco Certified Network Entry Technician
- Microsoft Office Specialist Certification
- Python Programming
- HTML, CSS, & Javascript
- Data analytics and database management
- Configure switches and routers using IOS command line and GUI interface

Internship Experience:

Data Analyst Intern, Summer 20XX
Cerner, Kansas City, MO

- Programmed data formatting and manipulation scripts to decrease human burden and improve time efficiency.
- Created real-time information dashboards and presented them to upper management for implementation to operational activities
- Established a program management methodology improvement program to improve inter-departmental communication efforts.

Work Experience:

Career Ambassador, August 20XX-Present
Fort Hays State University, Hays, KS

- Review student and alumni resumes for grammatical and formatting errors
- Assist with class presentations to offer resources and information to FHSU students
- Design and create promotional materials for the FHSU Career Services office

Stage Crew, August 20XX-Present
Theatre Department, Fort Hays State University, Hays, KS

- Build sets and props for theatre productions

Maintenance Technician, March 20XX-August 20XX
Professional Rental Management, Hays, KS

- Performed apartment maintenance duties including carpentry work, sheetrock repair, painting, lock replacement, and lawn care
- Communicated with tenants when on call to diagnose and report issues to owner

Your Name

1234 N 5th Street   (785) 123-4567
Hays, KS 67601   name@gmail.com

Objective

Secure challenging management position with progressive industry, utilizing computer programming expertise and business administration skills

Education

Bachelor of Business Administration, December 20XX
Major: **Management Information Systems**
Fort Hays State University, Hays, KS
GPA 3.25 on a 4.0 scale

Computer Skills

- **Languages:** Proficient in COBOL, Microsoft Visual Basic, and RPG programming languages. Currently enrolled in Java, C#, and Database (SQL Server and ACCESS)
- **Software:** Proficient in Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Windows XP. Familiar with Microsoft Windows Server and Novell
- **Hardware:** Proficient with trouble shooting and installing
- **Networking:** Familiar with networking hardware and software
- **Internet:** Proficient in web page design and navigation

Work Experience

Computer Technician, August 20XX-Present
Fort Hays State University, Hays, KS
- Provide technical support to students, faculty, and staff
- Install software, hardware, and updates on computers throughout campus
- Manage computer labs in the Robbins College of Business and Entrepreneurship

Office Manager/Reservations Manager, January 20XX-August 20XX
Holiday Inn, Hays, KS
- Hired, trained, and managed front desk, night audit, and reservations employees
- Oversaw all reservations including groups, utilizing corporate programs to set rates and minimum stays
- Prepared weekly budget and inventory reports

Campus Involvement

- MIS Student Representative, FHSU Informatics Department Advisor Council
- Advanced Technology Student Organization
- Worked as part of a team in planning annual Tiger LAN event