

# John Doe

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123 CCU Street, Conway, SC 29526

## Education

### Bachelor of Science in Computer Science

December 2022

Coastal Carolina University, Conway, SC

GPA: 3.8

**Relevant Coursework:** Web Interface Development, Ethics in Computer Science, Data Structures, Data Communication Systems and Networks, Organization of Programming Languages, Systems Analysis & Software Engineering, Operating Systems, Information Management

## Experience

### Santee Cooper, Conway, SC

January 2023 - Present

Customer Service and Relations

- Provide excellent customer service to residential and business customers
- Manage multiple projects and requests in a high-volume call center
- Participate in team decisions to improve customer service

### Coastal Carolina University, Conway, SC

February 2021-May 2022

Information Services Student Assistant

- Assist in the management and maintenance of computers, tablets, and data processing equipment
- Manage helpdesk service operations, resolving issues related to all manners of technology
- Utilize interpersonal skills while assisting individual students with technology issues
- Solve errors with programs with little to no documentation
- Frequently required to resolve problems that are time sensitive and have no direct supervision

### Coastal Carolina University, Conway, SC

January 2020- January 2021

Research Intern, Dr. C. Chant, Department of Computer Science

- Assisted in the reformatting of Excel files
- Logged, maintained, and organized large data files
- Assisted profession with university wide research

## Skills

- Microsoft Office: Word, PowerPoint, Excel, Publisher, Access, and Outlook
- HTML, PHP, C#, F#, Python
- Java, JavaScript
- Adobe PageMaker, Adobe Acrobat
- Windows, Mac OS, Linux OS
- Conversational Spanish
- Cross cultural and gender communication classroom training