Joan Doe

843-123-4567 | jdoe@coastal.edu
123 CCU Street, Conway, SC 98765

EDUCATION

Bachelor of Science in Computer Science program   May 2022
Coastal Carolina University, Conway, SC
GPA: 3.2

Relevant Coursework: Introduction to Computer Science, Ethics in Computer Science, Introduction to Algorithmic Design I & II, Data Structures

SKILLS

- Java, JavaScript
- MS Office: Word, PowerPoint, Excel, Publisher, Access, Outlook
- HTML
- Python
- Adobe Suite

EXPERIENCE

GREEN WORLD, Remote, USA   December 2019-Present
Online Writer and Editor

- Writing and editing articles on climate change activism
- Providing feedback to other online writers
- Researching related social media and websites for accurate content
- Upload and create new content for readers
- Assisting in team research and writing projects

Original Benjamin's Seafood, Myrtle Beach, SC   May 2018- August 2019
Customer Service and Sales

- Provided management team with reliable feedback from customers
- Demonstrated excellent communication and customer service skills
- Collaborated with over ten team members for efficient floor service

CAMPUS & COMMUNITY SERVICE

Member: Coastal Carolina University Numbers and Bytes student organization
Member: Student Environmental Council, LaValle County, PA
Participant: CCU Relay for Life, Spring 2019
Volunteer: Chanticrew Move-In Day for Freshmen, Fall 2019