

FORMAL RESUME

JOB
OBJECTIVE

SKILLS

EDUCATION

INTERESTS

ACHIEVEMENTS

PERSONAL
INFORMATION

REFERENCES

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OBJECTIVE: To obtain an entry-level position in CIS that has opportunity for advancement and professional growth

SKILLS: Computer

- Understand systems development and design
- Experience with Windows 95, Windows 98, WindowsNT, and DOS
- Use Microsoft Office, Lotus SmartSuite, Corel Office Suite, Adobe Photoshop, and web software frequently
- Have basic programming skills in C++, Java, Jscript, Visual Basic, HTML, and Cobol
- Have working knowledge of Novell and NT networks
- Have experience with Excel, Lotus 1-2-3, and Quattro Pro

Personal

- Quick and eager to learn
- Enjoy working with others
- Open to new ideas and concepts
- Effective group member
- Compelled to work until job is finished
- Reliable, professional attitude
- Enjoy problem solving
- Excellent interpersonal communication skills
- Strong oral and written communications skills

EDUCATION: Postcollege Certification

- Certified Network Administrator
- Certified Network Engineer

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