

Sample Resume – COS Major

Matthew McIver

207 -778-5555

Farmington, Maine 04938

matthew.j.mciver@gmail.com

www.linkedin.com/in/matthewmciver

Summary of Qualifications

- Proficient programmer in Pascal, C++, Java, Java Script, SQL, lisp, html 4, XML, and ASP
- Proficient in use of MS FrontPage, Word Press, Word, Excel, and PowerPoint; Adobe PhotoShop; Corel Word Perfect and Presentations; Quattro Pro; and Oracle
- Three years' experience with Web page design
- Skilled with troubleshooting Windows
- Three years' experience installing hardware and software
- Certified Emergency Medical Technician – Basic

Education

B.A. Computer Science with a Mathematics Minor, University of Maine at Farmington, Farmington, Maine

Graduating *cum laude* with 3.7 GPA, December 20XX

Dean's List Recipient

Information Technology Experience

Information Technology Intern, Hannaford Corporate Headquarters
Scarborough, ME, September 20XX-present

- Install soft and hardware upgrades at Hannaford stores and at the home office
- Install configurations into Cisco switches and routers
- Solve network connectivity problems on Hannaford Computers
- Respond to customer issues and questions.

Help Desk Technician, University of Maine at Farmington Information Technology
Farmington, ME, September 20XX - September 20XX

- Assisted students with software problems and questions
- Assisted students with use of multimedia equipment such as printers, scanners, and digital video recorders
- Oversaw over 100 computers in use (both PC and Mac) after staff hours

Dorm Networking Technician, UMF Computer Center
Farmington, ME, September 20XX – May 20XX

- Installed and troubleshoot hardware and software for academic and administrative computers
- Updated administrative computers by adding software, hardware, and/or ghosting images of hard drives to newer computers

Special IT Projects

Constructed a Linux-based database for the University of Maine at Farmington, allowing staff and students to check availability of laptop computers, digital cameras, etc., and reserve items for use, Spring 20XX

Clubs and Organizations

Member, Alpha Lambda Delta, 20XX-present

Member, Computer Club, 20XX-present

Member, Otaku Club, 20XX-20XX

References

Fred Oakhurst, VP Hannaford
207-555-1111, fredo@gmail.com

Gail Lange, Professor, University of Maine at Farmington
207-778-7555, lange@maine.edu

Chris Bennett, Assistant Professor, University of Maine at Farmington
207-778-7555, chris.bennett@maine.edu