

JANE SMITH

Street
City, State Zip

Phone Number
Email Address

OBJECTIVE STATEMENT

Seeking a position in the information technology field with an emphasis in Web development

EDUCATION

Bachelor of Science in Information Technology
Emphasis Area: Web Multimedia and Animation
Kaplan University
GPA 3.7/4.0

June 2007

Relevant Courses

- Computer Hardware and Operating Systems
- Website Development
- Website Tools
- Technology Infrastructure
- Project Management
- Systems Analysis and Design

HONORS

Dean's List
Kaplan University's President's Club

EXPERIENCE

Clerk September 2005–Present

XYZ Company, Metropolis, IL

- File regulatory documents, which allow the business to pass inspection and meet quality goals
- Accurately handle 35 accounts payable and accounts receivable, which results in balanced books
- Manage payroll for 70 employees ensuring employees are paid on time with accurate deductions, which results in employee satisfaction and retention

Machine Operator

February 2003–September 2005

Factory Inc., Somewhere, IL

- Led coworker training during computer conversion due to eye for detail and general computer knowledge
- Tracked inventory and remaining balances, and reduced errors
- Increased production due to reliability, productivity, and willingness to work overtime
- Trained new hires, which resulted in increased efficiency over prior year

VOLUNTEER EXPERIENCE

Girl Scout Leader: Coordinated activities with scouts and parents and coached scouts to achieve badges and participate in goal-setting

Walk for March of Dimes: Enrolled 50 people to support the walk's financial goals

PROFESSIONAL AFFILIATIONS

Hometown Chamber of Commerce

COMPUTER SKILLS

- Microsoft Excel
- Microsoft Word
- Microsoft Access
- Internet research
- Java Script

LANGUAGES

Spanish (Fluent)