

# SAMANTHA SAMPLE

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## EDUCATION

### **Bachelor of Science in Information Technology Service Management**

*Missouri State University (MSU); Springfield, MO*

Expected Graduation: May 20xx

GPA: 3.45/4.0 - Major GPA: 3.85/4.0

- Dean's List (3.5 and above) - five semesters
- Board of Governors Scholarship (requiring GPA of 3.9 + and ACT score of 28+)

## COMPUTER SKILLS

- **Programming Languages/ Platforms:** HTML, COBOL, C++, Java, Oracle, Web Press, Dreamweaver
- **Operating Systems:** GNU/Linux, Microsoft Windows 7, Mac OS X
- **Software:** Adobe Photoshop, Microsoft Office

## COMPUTER EXPERIENCE

**Webmaster** *Golden Key International Honour Society* MSU April 20xx - Present

- Update website regularly using Web Press to keep members informed of upcoming events
- Manage social media to market events and send reminders to members
- Consult with President and Advisors to determine events to be highlighted

**Assistant Website Designer** *ABCshop.com* St. Louis, MO April 20xx - July 20xx

- Designed e-commerce website using Dreamweaver and HTML code based on company's needs and target audience along with Lead Designer
- Troubleshoot website before publishing to determine faulty code and functionality

## LEADERSHIP EXPERIENCE

**New Member Director** *Sigma Pi Fraternity* MSU November 20xx - Present

- Arrange and lead semester long educational program for 28 new members
- Plan over 15 social, philanthropic, and educational events geared towards new members

**Member** *Association of Information Technology Professionals* MSU April 20xx - Present

- Participate in developmental events such as guest speaker presentations, field trips, other professional activities

## GENERAL EXPERIENCE

**Server** *Cheddar's Casual Cafe* Springfield, MO June 20xx - Present

- Create pleasant atmosphere with friendly attitude and responsive attention for customers
- Manage time effectively and multitask while serving approximately 100 guests during 5-hour shift
- Communicate with co-workers and management to ensure proper services are provided

## HONORS

- *Order of Omega Greek Honor Society* January 20xx - Present
- *Phi Eta Sigma National Honor Society* November 20xx - Present