My Name

Town, State, Zip Code | Professional Email address | My Telephone Number | LinkedIn (optional)

SUMMARY STATEMENT (or OBJECTIVE)
……………………………….

SKILLS

- Database Development & Analysis
- MySQL & MSSQL
- Critical Thinking and Problem-Solving

- Report Development
- Network Administration
- Project Management

EXPERIENCE

Technology Support   Month 20XX - Present
Company Name   Town, Oregon
- Troubleshoot and resolve Tier II network issues
- Manage …., including …., ….., and ….
- Maintain …., ensuring …….

MyJob Title   Month 20XX – Month 20XX
Company Name   Town, Oregon
- ✓ Led a team, ensuring … and operational efficiency
- ✓ Ensured data accuracy and timely submission
- ✓ Developed and presented quarterly reports, providing……

MyJob Title   Month 20XX – Month 20XX
Company Name   Town, Oregon
Managed … and setup of network infrastructure, ensuring optimal performance and reliability
Implemented … measures to protect …

OTHER WORK HISTORY (if any…)

Name & Title   Month 20XX - Present
Company Name   Town, Oregon
- Audited/optimized/created…………ensuring ….. by ……resulting in ………….
- Conducted …. to ….
- Ensured that………….and verified ….

EDUCATION

Associate Degree in Computer Information Systems   YEAR
Portland Community College, Portland, OR

Certificates Portland Community College, Portland, OR

Database Design & SQL	Month YEAR
Network Security: Linux	Month YEAR
Cybersecurity Foundations	Month YEAR