

Your Name

123 Vine Street
Hays, KS 67601

(555) 555-5555
name@mail.fhsu.edu

OBJECTIVE

Seeking a Network Administrator position where my abilities may be utilized in a growth oriented, professional environment

EDUCATION

Bachelor of Science in Information Networking and Telecommunications, May 20xx
Concentration: **Computer Networking and Telecommunications**
Fort Hays State University, Hays, KS
GPA 3.42 on a 4.0 scale

QUALIFICATIONS

- Cisco Certified Entry Networking Technician (CCENT)
- Proficient in several programming languages including Java, SQL, C#, and iOS Family
- Skilled in Solid Edge, Mastercam, and AutoCad software

RELATED EXPERIENCE

Network Intern, January 20xx – Present
Nex-Tech, Hays, KS

- Troubleshoot internet connectivity issues
- Assist customers with connecting to the internet, web-hosting, and setting up domain names
- Monitor networks at FHSU's TigerLAN and other various events

Service Technician, May 20xx – January 20xx
Tech Junkies, Hays, KS

- Troubleshoot software and hardware issues of Windows and Mac operating systems
- Performed minor hardware repairs and malware removal
- Conducted research and documented resolutions for future reference

Office Assistant, August 20xx – May 20xx

Department of Informatics, Fort Hays State University, Hays, KS

- Assisted faculty with research using data mining and complex input/output model development for PJM Interconnection
- Designed, coded, and maintained the department website

ORGANIZATIONS/ACTIVITIES

- Advanced Technology Student Organization
Competed in national Heroes of the Dorm competition
- University Activities Board

REFERENCES

Available Upon Request

Victor E Tiger

600 Park Street
Hays, KS 67601

(785) 628-4000
tiger@gmail.com

EDUCATION

Bachelor of Arts in Information Networking and Telecommunications, May 20xx
Concentration: **Digital Media Production and Journalism**
Fort Hays State University, Hays, KS

Associate of Applied Science in Business, May 20xx
Cloud County Community College, Concordia, KS

INTERNSHIP EXPERIENCE

WEIU-TV Intern, Summer 20xx
Eastern Illinois University, Charleston, IL

- Gained experience editing with Avid
- Used hard-drive based cameras working as photographer
- Assisted in production room directing newscast, running audio and video server

OTHER EXPERIENCE

Station Manager, 20xx-Present
Tiger Media Network, Fort Hays State University, Hays, KS

- Manage and coordinate shoots and equipment
- Work under pressure, making quick decisions when working with faulty equipment
- Enhance photography skills along with those held in production room

Career Ambassador, 20xx-20xx
Career Services, Fort Hays State University, Hays, KS

- Assisted with management of social media sites (Twitter, LinkedIn, Facebook) and increased followers by ten percent.
- Promoted Career Services at University events including the Back to School Picnic, GradFest, and TigerImpact
- Worked with local employers in posting part-time employment opportunities for students

SPECIAL SKILLS

- Experience with directing live productions, running teleprompter, video servers, video switchers and character generators
- Bilingual in Spanish

AWARDS

Kansas Association of Broadcaster Honorable Mention, 20xx
Campus Smarts- Entertainment Show
Kansas Association of Broadcaster First Place, 20xx
In the Red Zone- Sportscast

VOLUNTEER WORK

Camera Operator, Smoky Hills Public Television Art Auction
Camera Operator, Big Brothers and Big Sisters Telethon

Needa Career

600 Park Street • Hays, KS 67601 • (785) 555.0000
ncareer@ruraltel.net • www.linkedin.com/needacareer

EDUCATION

Bachelor of Science in Information Networking and Telecommunications, December 20xx
Concentration: **Web and Mobile Application Development**
Fort Hays State University; Hays, KS
GPA 3.6 on a 4.0 scale

RELATED EXPERIENCE

Website Administrator, January 20xx – Present
Department of Informatics, Fort Hays State University, Hays, KS

- Maintain website content on daily basis
- Successfully design and implement INT careers section, bringing together INT students and potential employers looking to fill career and/or internship positions

Media Specialist (Graphic Design), August 20xx- Present
Nex-Tech/Rural Telephone, Media Department, Hays, KS

- Design logos, print media (brochures, direct mailings) for company marketing purposes
- Implemented a digital file database system, which cataloged all company documents such as photographs, newspaper clippings, annual reports, and all historical documents.

Website Administrator, September 20xx-December 20xx
Docking Institute of Public Affairs, Fort Hays State University, Hays, KS
<http://www.fhsu.edu/docking>

- Designed new website features to better organize site content and information which resulted in a ten percent increase in site interaction
- Created new graphics and implemented photos on web site

PROFESSIONAL SKILLS

Web Development

- HTML Coding, JavaScript, and FTP

Software Applications

- **Web Publishing:** Adobe Contribute 6.5, Microsoft FrontPage, FTP
- **Web Multimedia:** Audacity, Adobe Flash
- **Graphic Design:** Adobe Illustrator, Adobe Photoshop
- **Audio Editing:** Adobe Audition
- **Desktop Publishing:** Microsoft Word, Excel, Outlook, PowerPoint
- **Business Finance:** QuickBooks
- **Operating Systems:** Windows 10, macOS

HONORS & ACTIVITIES

- Jack & Peggy Heather INT Department Scholarship Recipient
- Assistant to Chairman of Kansas Economic Development Committee on Bio-Informatics and Health Related Information Technology issues
- Kansas Association of Broadcasters 20xx Public Service Announcement Award
- KFHS Broadcast Council Member