

Amy D. Smith (Sample Resume #1)

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| Objective | An internship related to the information technology field to acquire practical experience |
| Education | May 2023, Virginia State University, Petersburg, VA Bachelor of Science in Computer Science; Minor: Spanish Cumulative GPA: 3.5; Major GPA: 4.0 <ul style="list-style-type: none">▪ Presidential Scholar▪ Honors List▪ Honors Program |
| Relevant Courses | Software Engineering Design; Operating Systems Design; Artificial Intelligence; Object-Oriented Development; Java Development; Relational Database Theory; C/C++ Programming and Network Programming |
| Work Experience | May 2022 – Present, Universal Signs, Incorporated, Opelika, AL Sign Designer <ul style="list-style-type: none">▪ Communicate with customers to take orders for signs, banners, and automobile detailing▪ Create and design proofs for the customer's approval▪ Use Plotter and Edge to print or cut out designs▪ Apply designs to signs or automobiles▪ Collect payments June 2021– August 2021, Covell Associates, Auburn, AL Administrative Assistant <ul style="list-style-type: none">▪ Organized and maintained record of sales of Kirby vacuum cleaners and products, and sent reports to the corporate office▪ Monitored bank account and completed payroll using QuickBooks program▪ Educated customers on the product through demonstrations and relaying product information |
| Internship Experience | May 2020 – August 2020, Hewlett-Packard Corporation, Palo Alto, CA Software Engineering Intern <ul style="list-style-type: none">▪ Tested enhancements to A+ software for distributed systems management▪ Served as departmental Linux Systems Administrator▪ Developed prototype of new product enhancement for A+ which served as an extension of the off-site system management modeling tool |
| Skills | Proficient in Microsoft Office; Windows Operating Systems; C++ and Java. Fluent in Spanish and French. Excellent verbal and written communication skills; strong interpersonal and analytical skills |
| Honors | National Dean's List and Who's Who Among Students in American Universities and Colleges |
| Activities | President, Association for Computer Scientists, Student Chapter, 2020-2021 |