JOHN DOE

2001 Oriental Boulevard, Brooklyn, NY 11235 | 718-368-5115 | john.doe@gmail.com

SUMMARY OF QUALIFICATIONS

- CompTIA+ certification
- Familiar with HTML, CSS, C++, JavaScript, JQuery
- Proficient in Microsoft Office (Word, Excel, Power Point and Access) and Linux, OS

EDUCATION

Kingsborough Community College, Brooklyn, NY

Associate of Science in Computer Science **Expected 06/2021**

RELEVANT COURSEWORK:
CS 3500 (Discrete Structures)
CS 3700 (Data Structures)
MAT 21 (Calculus 3)

EXPERIENCE

Swisspost Solutions Inc., New York, NY **08/2018 - 01/2019**

Mailroom Clerk

- Managed interns as a Team Leader
- Handled inbound and outbound calls
- Ensured accurate records of mail received and delivery of outgoing mails to post office
- Filed away hardcopies of expense reports and invoices

INTERNSHIP

NPower, New York, NY **01/2019 - 07/2019**

Intern (22 week training program)

- Obtained CompTIA+ certification
- Learned the basics of web, networking and troubleshooting
- Participated in seminars organized by Deloitte, Salesforce, Citigroup and JP Morgan

Cypress Hills Local Development Corporation, Brooklyn, NY **06/2018 - 08/2018**

Intern

- Provided entertaining activities and events for elderly people
- Career preparation, event organizing, community service and government projects

ACTIVITIES/PROJECTS

Brooklyn College NYC MEN TEACH, *Mentee*	**2020 - Present**
Kingsborough Community College Honors Club	**2020 - Present**
Brooklyn Navy Yard Hackathon, *Participant*	**2019**