

John D. Smith

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OBJECTIVE: To obtain a challenging information technology position that will allow me to apply and expand my knowledge of (*etc.*) and my interest in (*etc.*)

PROFILE: High energy, information systems specialist with current skills and a positive attitude. Team-oriented, good communicator and interested in continuing to learn and apply new applications and hardware technology.

EDUCATION: BS in Management Information Systems (MIS) & International Business
College of Commerce and Finance May 2002 GPA: 3.20
VILLANOVA UNIVERSITY, Villanova, PA

Software: Java, SAP, XML, SQL, Extend, SPSS, AHP, Lingo, Expert Choice,
Microsoft Access, Excel, Word, PowerPoint, and Lotus Notes.

Relevant Coursework: Applied DSS & ERP Systems, Database Management, Data Communications, Algorithms & Data Structures, Systems Analysis Design, Dimensions of Technology and Business

International Study Experience: Buenos Aires, Argentina – Spring 2001

Areas of Study: Spanish and Argentine Economy

Foreign Language: Proficient in Spanish

EXPERIENCE

IBM, Boca Raton, FL May 2001 to August 2001

Insert one-sentence descriptor of employer company (type, size, division, etc.)

Intern/Co-Op in the Software Procurement Division in Global Services

- Created a report of IBM's strategic core software suppliers including company
- Participated in Strategic Supplier Segmentation Project – the focus was to segment all the software suppliers based on certain criteria in order to eliminate non-strategic suppliers from the list.

Office Depot, Boca Raton, FL May 2000 to August 2000

Insert one-sentence descriptor of employer company (type, size, division, etc.)

Intern in the Copy and Print Center Group in the Merchandising Department

- Involved in a project to install PCs in the Copy Centers of all the U.S. and Canadian stores. Work responsibilities included writing PC operating manuals for store employees and meeting with suppliers to decide on hardware and software specifications.
- Assumed a lead roll in a project to introduce a Passport Picture Program in the Copy Centers of all U.S. and Canadian stores. Work responsibilities included dealing with representatives from Kodak to ensure a complete and successful roll out of the program.

EXPERIENCE (continued)

Care Alliance of America, Boca Raton, FL

June 1999 to August 1999

Insert one-sentence descriptor of employer company (type, size, division, etc.)

Finance/Billing Clerk

- Work responsibilities included creating spreadsheets and file management for the finance and billing departments.

Scholarships/Awards: Bob Ackerman International Studies Scholarship
2001 - Gold Coast Student
Athletic Scholarship-1998

Activities: International Studies Peer Advisor
Alpha Phi Delta Fraternity
Villanova Rugby Team

References: Available Upon Request

Samples of one-sentence company descriptors:

- *\$100+ million, international, collocation/managed computer services start-up.*
- *The 9th largest accounting and business consulting company in the U.S.*