

Computer Programming/Networking

Michigan Pathway: Business, Management, Marketing & Technology

Sample Objectives or Career Goal:

Entry-level computer programming/networking specialists, entry-level Visual Basic programmer, technical support, data entry, IT Helpdesk support, analyst, office specialist.

Sample Career Summary 1:

High school student offering a strong academic proficiency in basic computer programming, network, hardware and system troubleshooting skills. Possesses great communication and problem solving abilities with demonstrated success in both team and self-directed settings.

Sample Career Summary 2:

- High school student offering a strong academic background in basic computer programming, network, hardware and system troubleshooting skills.
- Quick to learn new applications in technology with proficiency in a range of computer systems and languages.
- Equally successful in both team and self-directed settings.
- Strong communication, leadership, management and problem solving abilities.

Ideas for Qualifications and Skills for Programming Visual Basic.NET:

- Fundamental knowledge of Visual Basic programming language including syntax, input/output layout, testing, and database interaction.
- Able to confidently apply critical knowledge of Visual Basic.NET computer programming language.
- Hands-on experience creating PHP scripts and interactive data to serve users.
- Experience designing and testing PHP scripts including databases and message boards.
- Proficient at designing basic business interfacing and game coding.
- Effective problem-solver; able to effectively debug and troubleshoot technical issues.

Ideas for Qualifications and Skills for Programming for XBOX 360 – M:

- Fundamental knowledge of Visual C# programming language including logic, syntax, input/output layout, testing, and database interaction.
- Effective problem-solver; able to effectively debug and troubleshoot technical issues.
- Proficient in basic video game design for Microsoft XBOX 360 console system.
- Trained in testing and designing basic puzzle games to more complex adventure games.
- Skilled in complex game design and coding.
- Nationally recognized member of XBOX Live Creator's Club for designing *Monster Warriors* adventure game – 2014.

Ideas for Qualifications and Skills for Network Administration/Computer Service Technology:

- Proficient in computer operation and system maintenance.
- Demonstrated ability to effectively troubleshoot, repair and upgrade computer operating systems.
- Strong knowledge of front-end and back-end network operations and development.
- Working knowledge of how to successfully connect and configure networks.
- Certified in CompTIA (A+, Network +) National Exam – 2013.
- Solid understanding of protocols involving installation standards and maintenance of cabling, routers, and hubs.
- Honorably placed on a self-study program for successful completion of the CompTIA A+ and CompTIA Network + national exams – 2013.
- Proficient in developing and maintaining security on routers and firewalls.

Personal Management Skills:

- Strong communication, leadership, and problem solving skills.
- Focused, and able to work with minimal supervision.
- Detail oriented, self motivated work style; proven ability to master new skills quickly and efficiently.
- Motivated and willing to work hard to get the job done.
- Works well with coworkers and displays excellent client service skills.
- Computer skills: MS Office Suite
- Adaptable to different situations in order to learn new skills.
- Self motivated, detail-oriented with proven task prioritizing skills.
- Highly developed work ethic, including exemplary attendance record.

Other examples on how to organize your skills on a resume:

Technical Skills:

- Microsoft Office Suite
- JAVA
- CompTIA (A+, Network+, Server +, Security +)
- HTML
- Dreamweaver
- Adobe Flash
- Visual Basic
- Programming for XBOX 360
- C++, C#
- Cisco Certified (CCENT, CAN)
- XBOX Live Creator's Club

Technology Summary:

- **Certifications:** CompTIA A+, HDI Help Desk Certified
- **Systems:** CICS/ISPF/Mainframe, Mac OS, Windows 9X, Novell Netware
- **Databases:** Oracle, ADB2, Relational Databases
- **Languages:** Visual Basic, HTML, JAVA
- **Software:** MS Office, Lotus Notes

Certifications:

- **Certified Network Administration (CNA)**
- **Network Systems Specialist**
- **CompTIA Certified – (A+, Network +, Server +, Security +)**
- **XBOX Live Creator's Club National Marketplace Recognition -2 Years Consecutively**

Work History or Experience:

If no official work history, include co-op/externships opportunities, class related volunteer experiences or projects, and any course related knowledge/activities or professional experience you may have acquired or been recognized for.

This information could also be highlighted as *Experience, Education or Accomplishments*. Always briefly include **who, what, where and when or how your actions improved or contributed to the situation or organization.**

1. Keep your Resume to **ONE PAGE with 1 inch margins on all sides**. If you are running onto page 2 then try reformatting, refining statements and taking a second look to see if you are repeating information. Always have someone proofread your work before ever submitting your resume to an potential employer.
2. Only include the most relevant skills and accomplishments which will impress a potential employer or will be useful to the job you are applying for.
3. Include volunteer experience and accomplishments when you have very little to no experience at all, if the experience is related to the job, or if your experiences will be in someway beneficial to note.