

Johnny Co-op
johnnycoop@bgsu.edu
555.555.5555

Permanent Address:
111 Park Avenue
Bridgeport, OH 44444

School Address:
111 Park Avenue
Bowling Green, OH 44444

Job Objective

To obtain a co-op/internship experience in the field of Electronic and Computer Technology where I can apply the knowledge I have learned in the classroom to a practical working environment.

Education

Bowling Green State University, Bowling Green, Ohio
Degree/Major: Bachelor of Science in Technology,
Electronic and Computer Technology
Minors: General Business

Expected Graduation Date: Spring 2007

Overall GPA: 3.5 / 4.0

Major GPA: 3.75 / 4.0

Work History

Computer Consultant (August 2004 – Present)

Computing Connection, Bowling Green, Ohio

Work to provide students with technology resources and services to enhance learning and personal development. Introduce students to computing resources and assist them in acquiring basic computer literacy. Help students with installation and configuration of supported software, including McAfee and Internet Explorer. Troubleshoot and perform maintenance on hardware and software, including cleaning equipment, removing viruses and unauthorized files, and performing upgrades. Demonstrate and assist lab clients with lab equipment and software such as Microsoft Office (Word, Excel, PowerPoint). Help maintain the University's computer network.

Statistician and Video Analyst (October 2003 – Present)

Hockey Team, Bowling Green, Ohio

Track different aspects of the game using a program called Game Breaker. Relay this information to the coaches between periods, and then coaches use this information to develop scoring opportunities. Review team and other teams' game tapes, analyze the tapes and break them down into different sections. Facilitate technical and computer equipment used during games, including the video camera.

Sales Intern (March 2006 – May 2006)

Computer Direct, Bowling Green, Ohio

Sold computers and computer components. Provided in house service repairs, upgrades, support and custom builds on computers. Provided support for clients over the phone and in person. Kept track of inventory and returns (RMA).

Assistant Manager (May 2005 – August 2005)

New Graphics, Bowling Green, Ohio

Worked with operating systems including Windows, Apple, and Linux. Installed software and hardware keeping the servers and computers up-to-date and making sure there were no problems. Learned to do Data Management work and support. Helped design and support client webpage.

Assistant Manager (May 2004 – August 2004)

Software Connection, Bowling Green, Ohio

Installed software and hardware keeping the servers up-to-date and making sure there were no problems. Worked with different Data Backup programs and systems. Learned to do Data Management so that the servers didn't become full. Helped with webpage design and support. Worked with operating systems including Windows, Apple, and Linux.

Designer (June 1997 – August 2003)

American Fasteners, Bowling Green, Ohio

Trained new employees and organized their job responsibilities. Installed new power switches on air compressors. Digitally designed company brochures and advertisements. Worked directly with the head managers of the company.

References Available Upon Request

Johnny Co-op

111 Park Avenue
Bowling Green, Ohio 44444
Phone: (555) 555-5555
Email: johnnycoop@bgsu.edu

OBJECTIVE

To obtain an internship in an electronics or computer related field in order to use skills learned in the classroom.

EDUCATION

Bowling Green State University, Bowling Green, Ohio
Bachelor of Science in Technology
Major: Electronics and Computer Technology
Expected Date of Graduation: December, 2006

EXPERIENCE

Test/Assembly Intern **May 2005 to August 2005**

TechLab, Inc. Bowling Green, Ohio

- Responsible for testing and minor assembly of printed circuit boards
- Functioned as a team player and leader in order to send circuit boards to the next location
- Utilized problem solving skills to determine problems with circuit boards

Sales Associate **May 2004 to August 2004**

Parts and Repair Center, Bowling Green, Ohio

- Received and sent out televisions, microwaves, vacuums, and other small appliances in need of repair
- Helped customers find repair parts for larger appliances and lawn equipment

Temporary Worker **May 2003 to August 2003**

Rock Inc., Bowling Green, Ohio

- Served as a temporary worker at warehouses including The Limited, American Standard, Bekins, and UPS
- Responsible for the loading and unloading of trailers

Cashier **September 1999 to August 2002**

Circle K, Bowling Green, Ohio

- Assisted customers
- Trained baggers to become cashiers
- Operated registers
- Utilized problem solving skills to resolve customer complaints/problems

SKILLS

- Microsoft Office
- AutoCAD experience
- Basic Programming skills including Visual Basic and C++
- Basic PLC and RSLogix experience
- Function as a team player or leader

RELATED COURSEWORK

- Manufacturing Technology

REFERENCES

Available upon request

Janey Co-op

111 Park Avenue; Bowling Green, OH 43402

555-555-5555

janeycoop@bgsu.edu

Career Objective:

To obtain a position where I can utilize current skills to provide IT support and further my knowledge in the field of Electronics and Computer Technology.

Qualifications:

Technological background includes work on various computer operating systems such as Windows 95, 98, 2000, and XP; Mac Os 8, 9, and X; and Red Hat Linux. I am skilled in troubleshooting, repair, building and networking computers. I am proficient in Microsoft Word, Excel, PowerPoint, and Access, as well as some experience in Visual Basic and C++.

Education:

BOWLING GREEN STATE UNIVERSITY, Bowling Green, Ohio

Degree: Bachelor of Science in Technology

Major: Electronics & Computer Technology

Expected Graduation Date: May 2008

Employment History:

Computer Consultant 2005-Present

Computing Connection

State University; Bowling Green, OH

- Working on campus at Bowling Green State University troubleshooting and repairing students computers on site and in the office
- Maintain labs by re-imaging computers
- Maintain printers by troubleshooting errors and keeping paper and toner stocked
- Researching potential network risks

Lead Technician 2002-2004

Laboratories Computing; Bowling Green, OH

- Participated in a student computer business
- Constructed our own computer systems and network
- In charge of teaching a class of 20 students on the use of various Mac Operating Systems
- Participated in various service projects for the community

Restaurant Assistant 2001-Present

Town Pizza House; Bowling Green, Ohio

- Participated in training new employees
- Ran cash registers
- Supervised ovens