**John Doe**

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**SUMMARY OF QUALIFICATIONS**

* Project management and consulting experience primarily focused upon nonprofit projects, requiring quick turnarounds and extensive troubleshooting
* Proven skills in planning, strategy development, and knowledge of customer and client business processes
* Excellent team-building and management skills with demonstrated success

**EDUCATION**

**Morehouse College** Atlanta, GA

***Bachelor of Science in Computer Science*** May 2022

*Thesis: Computerized Enrollment and Student Information Systems(Optional)* December 2020

* Major GPA: 3.84/4.00
* Financed 70% of college expenses through summer jobs and Bonner Scholarship

**TECHNICAL SKILLS**

* **Programming Languages**: Visual Basic, SQL, C, C++, Java
* **Operating Systems**: Windows 10, macOS, Linux, Unix
* **Database**: SQL Server, MS Access, Oracle
* **Software**: JCL, SQL, DB2, MS Visio, MS Excel, MS Word, Adobe Creative Suite

**RELATED EXPERIENCE**

**Blog Writer** Atlanta, GA

*Morehouse Computer Science Department* August 2020 - Present

* Write and publish 5+ blog posts each month highlighting current industry trends
* Interview faculty, staff, and employers to generate content for blog posts and other relevant articles
* Designed a student portal website that allows access to blogs, research articles, and inter-office communication

**Financial Network Services, Pty Ltd.** Sydney, Australia

*Unix Administrator Assistant* June 2020 - August 2021

* Operated Unix Hp/Ux 11i in the transferring of files between development and testing regions
* Led team of 4 to configure notebooks and install multilingual software for 6 overseas consultants
* Created user accounts and set permissions and passwords with UNIX - SCO

**PROJECT EXPERIENCE**

**Atlanta Area Humane Society** Atlanta, GA

*Web Programming Class* January 2021 - June 2021

* Served as a project team leader and developed a database to track the adoption of animals
* Used Visual Basic to establish a new user interface
* Incorporated Java, HTML, and SQL into interactive website; website link: *www.another-faux-domain.com*

**ADDITIONAL EXPERIENCE**

**Kappa Theta Mu Fraternity, Alpha Mu Chapter** Atlanta, GA

*Risk Manager*September 2021 - Present

* Regulate and ensure the compliance of campus and chapter safety rules and regulations for # members
* Handle regulation violations and distribute appropriate sanctions
* Coordinate 2 educational programs per semester to proactively avoid possible risks

*Treasurer* September 2020 - May 2021

* Managed comprehensive budget of $55,000+ and allocated funds as needed
* Accurately completed all transactions and purchases to ensure proper account balances

**Self**-**Employed Lawn Service** Roswell, GA

*Lawn Maintenance* Seasonal, Summers 2020 - 2022

* Established and retained customer base of 75 homes in local neighborhoods
* Gained experience establishing a small business, including marketing, sales, and financial components

**HONORS & INVOLVEMENT**

* Dean’s List (3 semesters); Presidential Scholar (2 semesters)
* Society for Management Information Systems (August 2022 - Present)*;* Intramural Soccer (Spring 2021)