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|  | | | JANE DOE | |  | |
| 123 Main Street  Novi, MI 48375 | | |  | | 248-123-4567  [JaneDoe@gmail.com](mailto:JaneDoe@gmail.com) | |
| **CAREER SUMMARY** | |  | | |  | |
| MBA Executive in information systems who possess extensive technical support, web development, PC installation & networking, database and training experience. Skilled in project life cycle from system study, design, development documentation through testing. Strong oral and written communication, analytical & supervisory skills | | | | | | |
| **Operating Systems**  All Windows Platforms:  Windows 95/98/NT/2000/XP/Vista/8 | | | | **Software Tools**  MS Access 2000, MS Front Page, MS Office, Corel Office Suite | | |
| **Lanuages**  Informix, JAVA, HTML, CSS | | | | **Specialty Areas**  Relational databases and SQL, Web page development, Systems training & implementation | | |
| **EXPERIENCE** | | |  | |  | |
|  | **Job Title, Department**  Company | | | | | 2005-Present  City, State |
|  | * Job description & accomplishments * Use **Action** verbs * Quantify accomplishments where possible – “I increased sales 17% from last year” | | | | | |
|  | **Job Title, Department**  Company | | | | | 2002-2005  City, State |
|  | * Job description & accomplishments * Use **Action** verbs * Quantify accomplishments where possible – “I increased sales 17% from last year” | | | | | |
|  | **Job Title, Department**  Company | | | | | 2000-2002  City, State |
|  | * Job description & accomplishments * Use **Action** verbs * Quantify accomplishments where possible – “I increased sales 17% from last year” | | | | | |
| **EDUCATION** | | |  | |  | |
| **Master of Business Administration, Oakland University**   * Concentration * Extracurricular activities | | | | | | May 2005, Rochester, MI |
| **Microsoft Office User Specialist Certificate**  Acme Technology | | | | | | June 2003  Troy, MI |
| **Bachelor of Science Degree, Business**  Wayne State University   * Computer Information Systems, GPA: 3.5 | | | | | | December 2002  Detroit, MI |
| **ACTIVITIES & ACHIEVMENTS** | | | | | |  |
| Dean’s List: College of Business, 2000-2002  Data Processing Management Association, Vice President, 2002; Member 2000-2002 | | | | | | |