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|  | JANE DOE |  |
| 123 Main StreetNovi, MI 48375 |  | 248-123-4567JaneDoe@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-PresentCity, State |
|  | * Job description & accomplishments
* Use **Action** verbs
* Quantify accomplishments where possible – “I increased sales 17% from last year”
 |
|  | **Job Title, Department**Company | 2002-2005City, State |
|  | * Job description & accomplishments
* Use **Action** verbs
* Quantify accomplishments where possible – “I increased sales 17% from last year”
 |
|  | **Job Title, Department**Company | 2000-2002City, 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 2003Troy, MI |
| **Bachelor of Science Degree, Business**Wayne State University* Computer Information Systems, GPA: 3.5
 | December 2002Detroit, MI |
| **ACTIVITIES & ACHIEVMENTS** |  |
| Dean’s List: College of Business, 2000-2002Data Processing Management Association, Vice President, 2002; Member 2000-2002 |