**JANE D. STUDENT**

(785) 000-0000 123 Success Street

janestudent@manhattantech.edu Manhattan, Kansas 66502

**QUALIFICATIONS SUMMARY:**

**Detail-oriented and customer-focused entry-level Computer Support Specialist with strong troubleshooting skills, experience assisting users with hardware and software issues, and a commitment to providing clear, efficient IT solutions.**

**EDUCATION:**

Manhattan Area Technical College - Manhattan, Kansas 20XX-20XX

 **Computer Support Specialist** - A.A.S Degree - June 20XX

Cloud County Community College - Concordia, Kansas 20XX-20XX

 General Studies - 15 Credit Hours

**CERTIFICATIONS:**

 **CompTIA IT Fundamentals** - Certified March 20XX

**Microsoft Certified: Windows 11 Fundamentals** - Certified June 20XX

**TECHNICAL SKILLS:**

* Troubleshooting hardware and software issues in Windows and Mac OS environments
* Remote desktop support and ticketing system management
* Network fundamentals and connectivity troubleshooting
* Software installation, configuration, and updates
* Active Directory user account management
* Strong verbal communication and customer service abilities

**EMPLOYMENT HISTORY:**

**Innovative IT Services** - Denver, Colorado (May 20XX - July 20XX)

*IT Support Intern* - Assisted senior technicians with troubleshooting software and hardware problems. Conducted system updates and basic maintenance tasks. Supported the deployment and configuration of new user devices to company standards.

**Pizza Hut** - Marysville, Kansas (September 20XX - May 20XX)

Crew Member - Prepared pizzas, made deliveries, assisted with cleanup and closing.

**Worthen’s Farms** - Randolph, Kansas (Summers 20XX - 20XX)

*Farm Worker* - Operated tractor and farm equipment, ran combine during wheat harvest, assisted with maintenance of equipment.

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**REFERENCES**

Mr./Ms. Full Name, Job Title

Name of Company, etc.

Address

City, State Zip

Phone:

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