## **JOHN DOE**

2001 Oriental Boulevard, Brooklyn, NY 11235 | 718-368-5115 | john.doe@gmail.com

#### SUMMARY OF QUALIFICATIONS

- CompTIA+ certification
- Familiar with HTML, CSS, C++, JavaScript, JQuery
- Proficient in Microsoft Office (Word, Excel, Power Point and Access) and Linux, OS

#### **EDUCATION**

#### Kingsborough Community College, Brooklyn, NY

Associate of Science in Computer Science

#### **RELEVANT COURSEWORK:**

CS 3500 (Discrete Structures) CS 3700 (Data Structures) MAT 21 (Calculus 3)

#### EXPERIENCE

#### Swisspost Solutions Inc., New York, NY

Mailroom Clerk

- Managed interns as a Team Leader
- Handled inbound and outbound calls
- Ensured accurate records of mail received and delivery of outgoing mails to post office
- Filed away hardcopies of expense reports and invoices

#### INTERNSHIP

### NPower, New York, NY

Intern (22 week training program)

- Obtained CompTIA+ certification
- Learned the basics of web, networking and troubleshooting
- Participated in seminars organized by Deloitte, Salesforce, Citigroup and JP Morgan

# Cypress Hills Local Development Corporation, Brooklyn, NY06/2018 - 08/2018Intern

- Provided entertaining activities and events for elderly people
- Career preparation, event organizing, community service and government projects

#### **ACTIVITIES/PROJECTS**

Brooklyn College NYC MEN TEACH, Mentee	2020 - Present
Kingsborough Community College Honors Club	2020 - Present
Brooklyn Navy Yard Hackathon, Participant	2019

Expected 06/2021

08/2018 - 01/2019

01/2019 - 07/2019