
Tracey Smith

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Profile A young professional with a unique combination of business experience and technical skills, bringing to the table the ability to combine business development with technical applications.

Experienced in programming, administering network environments, installation of computer hardware and software applications, troubleshooting, developing and presenting complete business and financial plans, creating and implementing comprehensive business databases, designing and creating and updating web pages.

Professional Goals include continuing to grow in leadership and knowledge, excel in innovative technology application, interact and share with team members and colleagues, and develop world-class solutions to real world challenges.

Education

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| Sep. 1995 – Apr. 2000 | BS, Computer Science (Programmer Analyst) <ul style="list-style-type: none"> • College of the North Atlantic, Portland, ME • 4.00 GPA |
| Sep. 1991 – May 1994 | MBA, Business Management (Accounting) <ul style="list-style-type: none"> • Kings College, Augusta, ME |
| Sep. 1990 – Apr 1991 | BA, General Studies <ul style="list-style-type: none"> • University of Boston, Boston, MA |

Technical Skills

Programming Languages	C++ Visual C++ PowerBuilder	HTML Visual Basic
Operating Systems	Windows 3.1 Windows 95	Windows 98 Windows 2000
Network Systems	Novell NetWare 4.1	Networking Essentials
Database Systems	Oracle Access	DBase IV
Applications	MS Word MS Excel MS PowerPoint MS Access	Corel WordPerfect Suite 8 Lotus 123 AppPac Plus AppPac Simplfy
Miscellaneous	PC Hardware Visible Analysis	Systems Analysis and Design

Experience

Programmer Analyst/Information Technology

- Administering network systems and troubleshooting
- Updating and maintaining websites
- Trouble shooting technical problems, installation of hardware and software
- Internet research
- Created a comprehensive database for campus textbook inventory using Access

(The Experience section is more effective if it includes dates and workplaces, unless this would highlight a lapse in employment history, frequent job changes, etc.)