
Sample Chronological Resume

Andre Diaz

3967 N. Woods Avenue

Paramus, NJ 07612

Phone: 973.555.5555

E-mail: DiazA@netlink.net

Objective To obtain a position as a network administrator where I can use my education and experience to the benefit of a growth-oriented company.

Education **New Jersey Institute of Technology, Newark, NJ**
MS, Information Systems, May 2024
GPA 3.5

Rutgers University, New Brunswick, NJ
BS, Information Systems, May 2022
GPA 3.1

Experience

June 2022-Present

Intranet Inc., Elizabeth, NJ

Technical Analyst

- Create databases to store client information which increased accuracy by 80%
- Update company web page using Java and JavaScript
- Provide help desk support to an office of 150 employees

2021-2022

Radio Shack, Paramus, NJ

Sales Associate

- Demonstrated strong customer services skills in selling
- Sold over \$3500 in electronic products monthly
- Awarded Sales Associate of the Month three times
- Created database to track and maintain inventory records

2020-2021

Rutgers University, New Brunswick, NJ

Library Clerk

- Assisted with circulation desk activities such as check-in, check-out, stocking shelves, inventory control, and creating new library accounts
- Trained new employees on all procedures

Skills

Operating Systems: UNIX (Sun Solaris), Linux, Windows 95,98, 2000, 10

Languages: C, C++, Java, JavaScript, Visual Basic, Perl, Cobol

Applications: MS Word, MS Excel, MS Access, MS FrontPage, MS Project, SAS, Adobe PhotoShop

Professional/ Community Affiliations

Chapter President, The American Association of Computing Machinery

Secretary, Omicron Delta Kappa-National Leadership Honor Society

Captain, Intramural Soccer

Volunteer, St. James School, Newark, NJ

Volunteer, Women's Resource Center, Cranford, NJ