

EXAMPLE OF A RESUME FOR IT STUDENTS

You are advised not to copy this sample but use it for ideas to create your own

THOMAS TECHIE

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EDUCATION

2007 – 2009

**Bachelor of Information Technology and Systems
Monash University, Caulfield**

- Majors: Information Management and Web Technologies
- Distinction average (85%)

2006

**Victorian Certificate of Education
Richmond Hill Secondary College, Richmond**

- ENTER 89.8
- Student exchange program to Japan and China

TECHNICAL SKILLS

Languages

C++, C#, XML, Java, HTML, Pascal, Visual Basic, Python, Perl, SQL

Systems

Windows (XP, NT, Vista), Linux (Red Hat, Ubuntu and Fedora 10), Macintosh

Software

Redmap, Citrix Adobe CS4 (Dreamweaver, Photoshop, Reader, Flash, Fireworks, Version Cue), MS Office (Word, Publisher, Powerpoint, Access, Outlook)

Hardware

Network and Memory Cards, RAID array controllers, Solid-state drives, Peripherals, Laptops, PC's, Cisco switches, Hubs

Frameworks

RPC, J2EE, CORBA, COM/DCOM, JINI

Networks

HOSTS, TCP/IP, SNMP, VPN, DNS, WINS, FTP

Certifications

MCSE, CNE, CCNA, CNA

CORE SKILLS

- Final year academic project involved working in a team to build Wide Area Network Monitoring System for 'real life' client
- Confident communication skills, including the ability to present information clearly and concisely to diverse customer groups in both written and verbal forms. Presentation skills developed through student association involvement
- Excellent organisational and time management skills demonstrated by taking responsibility for arrangements for the end of year ball for the Monash IT Club
- Excellent interpersonal and intercultural skills as demonstrated through fluency in English, Mandarin and Japanese. Developed good intercultural understanding as an international student on exchange

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AWARDS AND ACHIEVEMENTS

- **Industry Based Learning Scholarship**, Faculty of IT Monash University – 2009
- **Finalist, Software Design – Environmental Sustainability**, Imagine Cup Australia – 2008

IT EXPERIENCE

Dec 2008 – Feb 2009 **Web Design Internship (Full-time)**
Webworks Pty. Ltd., Caulfield

- Discussed with key stakeholders ideas and requirements including clients, writers, designers, system administrators and other IT staff to get a clear understanding of website content and structure and make sure the website fulfilled its purpose
- Developed the website content including design aspects, graphics, links, forms and programs ensuring the text and graphic elements meshed together as a cohesive, eye-catching work enabling functionality of the website to be extended
- Maintained and updated the website by adding new content, illustrations or features. This included training of additional IT staff to help in the maintenance process

Jun – Nov 2008 **Wide Area Network Monitoring System**
Monash University Industry Project – Telstra, Melbourne

- Developed an computing application from the analysis and design stages, through coding and implementation to evaluation
- Worked with clients and communicated effectively with team members to define the problem, gather data, facts, opinions and information needed to analyse and solve the issue
- Outlined and evaluated alternative solutions to developing the system including a feasibility study estimating costs, time requirements, a schedule for the development, and the benefits expected from the system
- Identified hardware and software requirements for the system
- Documented the system design using tools which included system flow charts and data flow diagrams
- Implemented the system, including testing, debugging, evaluating and identifying any weakness or possible enhancements

CASUAL EMPLOYMENT

Aug 2007 – Current **Library Assistant (10 hours per week)**
Monash Public Library, Clayton

- Sort, issue and receive library items including books, magazines and audio visual materials
- Assist librarians with information enquiries
- Maintain customer borrowing records and process overdue notices
- Assist in the production of publicity displays and multimedia kits

Jan 2005 – Dec 2007 **Retail Assistant (15 hours + per week)**
K-Mart, Brunswick

- Point of sale functions including cash register operations, EFTPOS and credit card sales
- Assist customers, including handling complaints, at the service desk
- Price, stack and display items for sale

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PROFESSIONAL DEVELOPMENT

- 2007 – Current** **Australian Computer Society** – student member.
Attended various seminars and education events to develop networking skills and extend industry knowledge
- 2008** **IT Professionals Industry Event** – attendee.
Held at Monash University
- 2007** **Career Start program** – participant. Delivered by Monash University Employment and Career Development

EXTRA-CURRICULAR ACTIVITIES

- 2008 – Current** **Volunteer Computer Tutor** for Monash Public Library
- Jul 2009** **Assistant** for Monash University Computer Games Boot Camp
- 2009** **Events co-ordinator** for the Monash IT Club
- 2007** **Participant** in Around the Bay in a Day cycling event as part of Team Monash

INTERESTS

- Enjoy keeping fit through cycling and social badminton
- Reading contemporary novels and art history references
- Gaming (PC/PS2)

REFEREES

Mary Reynolds
Manager
Webworks Pty. Ltd
Mary@webworks.com
(Work Supervisor)

Matthew Lim
Senior Librarian
Monash Public Library
(03) 9875 7009
(Work Supervisor)

Gary Smith
Lecturer IT
Monash University
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(Academic)