

Example of a Chronological Resume

Andre Diaz

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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, Computer Science, May 2019

GPA 3.66

Rutgers University, New Brunswick, NJ

BS, Information Systems, May 2016

GPA 3.5

Experience

May 2017-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

2016-2017 **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

2014-2016 **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, XP, Vista

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