
Newton Apple

12345 Sooner Avenue • Norman, OK 73069 • 555.555.5555 • email@ou.edu

SKILLS & ABILITIES

- Excellent forensic data recovery skills
- Highly proficient in fixing damaged hard disk partitions and performing data recovery from partially failing drives
- Expertise with Windows 7/ Vista/ XP/ 2000/ NT/ 9x/ 3.11; Windows server 2008/2003/2000/NT; DOS 3.0-6.22
- Successfully configure and use IDE, SATA, and SCSI RAID arrays
- Install wide variety of software on multiple operating systems
- Troubleshoot software problems
- Pinpoint exact piece of hardware causing problems
- Basic programming skills in C, C+, Java, and PHP

EDUCATION

University of Oklahoma, Norman, OK
BBA, Management Information Systems, May 20XX
GPA 3.26

Rose State College, Midwest City, OK
AS in Computer Science, May 2002
GPA 3.76

RELEVANT EXPERIENCE

University of Oklahoma Information Technology, Norman, OK
IT Intern, (March XX - present)

- Resolve technical issues for user community
- Serve as consultant to co-workers having a variety of hardware/software problems
- Train over 50 student computer lab assistants in all classroom equipment and troubleshooting
- Conduct faculty training for classroom technology equipment
- Research and recommend purchase of hardware and software for laboratory and classroom use
- Identify and solve problems with classroom technology
- Troubleshoot faculty/staff office and laptop computers
- Manage software and hardware on 23 classroom computers and 185 lab computers

MIS Class Field Project, Price College of Business

Cole Technology Group, January 20XX - May 20XX

- Interacted with clients to determine project goals and expectations
- Researched commercial software for features and functionality
- Analyzed business processes to gain further knowledge of system requirements
- Designed system plans to meet client expectations
- Provided and delivered final client report detailing design and analysis

ACTIVITIES

- MIS Student Association
- Collegiate Entrepreneurs Organization of OU
- MIS Camp Summer 20XX Volunteer
- Big Event 20XX, 20XX
- Habitat for Humanity

OTHER EXPERIENCE

Creative Cabinets, Ratliff City, OK
Carpenter, September XX - August XX
Heartland Foods, Marlow, OK
Cashier, September XX - April XX