

Sample resume – Information Technology

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THOMAS TECHIE

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EDUCATION

Bachelor of Information Technology and Systems **Feb 2013 – Nov 2015**

Monash University, Caulfield

- Majors: Information Management and Web Technologies
- High distinction average (85%)
- Major project completed in PHP language

Victorian Certificate of Education

Dec 2011

Richmond Hill Secondary College, Richmond

- ENTER 89.8
- Student exchange program to Japan and China

TECHNICAL SKILLS

Languages	C++, C#, XML, Java, HTML, Pascal, Python, Perl, SQL
Systems	Windows (XP, NT, Vista), Linux (Red Hat, Ubuntu, Fedora), 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, cisco switches, hubs
Frameworks	RPC, J2EE, CORBA, COM/DCOM, JINI
Networks	HOSTS, TCP/IP, SNMP, VPN, DNS, WINS, FTP
Certifications	MCSE, CNE, CCNA, CAN



AWARDS AND ACHIEVEMENTS

Industry Based Learning Scholarship

Faculty of IT Monash University, 2014

Finalist, Software Design – Environmental Sustainability

Imagine Cup, 2013

CORE SKILLS

- Team skills acknowledged by peers and academics in final year academic project building a Wide Area Network Monitoring System for 'real life' client with a team
- Excellent organisational and time management skills demonstrated by successfully arranging the end of year ball for the Monash IT Club
- Excellent intercultural skills as demonstrated using fluency in Mandarin and Japanese. Developed good intercultural understanding as an international student on exchange to China and Japan

PROFESSIONAL EXPERIENCE

Web Design Internship (Full-time)

Dec 2014 – Feb 2015

Webworks Pty. Ltd., Caulfield

- Developed program parameters with key stakeholders including clients, writers, designers, system administrators and other IT
- Created the website content including design, graphics, links, forms and programs ensuring cohesion, functionality and aesthetics
- Maintained and updated the website
- Trained additional IT staff to help in the web maintenance

Wide Area Network Monitoring System

Jun – Nov 2014

Monash University Industry Project – Telstra, Melbourne

- Developed a 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 and information needed to analyse and solve the issue
- Evaluated alternative solutions to developing the system including costs, time requirements 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

Filing Assistant (10 hours per week)

Aug 2013 – Current

Monash Medical Centre, Clayton

- Sort and receive records from departments and issue to medical staff
- Maintain destruction logs of records and follow up lost items
- Assist in the production of best practice file notes

Retail Assistant (15 hours + per week)

Jan 2011 – June 2013

K-Mart, Brunswick

- Point of sale functions
- Assist customers, including handling complaints at the service desk
- Price, stock and display items for sale

PROFESSIONAL DEVELOPMENT

- Australian Computer Society – student member, 2011 – Current
- IT Professionals Industry Event – attendee, March 2014

EXTRA-CURRICULAR ACTIVITIES

Assistant for Monash Computer Games Boot Camp

2014

Events co-ordinator for the Monash IT Club

2014

Volunteer Computer Tutor for Monash Public Library

2013

INTERESTS

- Enjoy keeping fit through cycling - Participant in Around the Bay in a Day cycling event as part of Team Monash 2013
- Reading contemporary novels and graphic novels
- Gaming (LAN)

REFEREES

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

Matthew Lim
Senior Records Officer
Monash Medical Centre
(03) 9875 7009
(Work Supervisor)

Dr Gary Smith
Lecturer IT
Monash University
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(Academic)