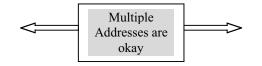
JOE J. RESUME

Your name can be up to 28 points in size

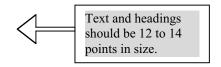
Permanent Address: 319 North Branch Blvd. Sunnyvale, WI 21169 Phone: (473) 369-6630



School Address: 3401 Indigo Drive Normal, IL 61701 Phone: (309) 209-1009

OBJECTIVE:

Entry-level position in computer science or project development.



EDUCATION:

Illinois State University Normal, IL

Bachelor of Science in Computer Science, December 2000 Minor in Economics and Chemistry GPA 3.80

EXPERIENCE:

Byte Technology—Systems Intern

- Program maintenance
- Developed new program for printer software and printing reports
- Installed new printers for corporate office
- PC support

McLean County—Administrative Assistant

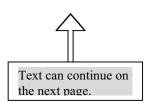
- Customer Service
- Update customer accounts
- Accounts Receivable and payment processing
- Reports and computer research

Staffing Solutions—Temporary Office Support

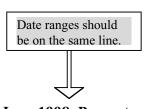
- Maintained department budget
- Handled a multi-line telephone network
- Data Entry
- Order supplies

SKILLS:

Microsoft Word Microsoft Excel Lotus General Office Equipment Communicate Effectively Excellent Phone Skills Customer Service Skills



Programming—Cobol
Problem Solving
Organized
Strong Analytical Skills
Project Design
Self-starter
Computer Proficient



June 1998–Present

September 1997-June 1998

January 1996-May 1997