



Resume Sample and Tips

Never Stand Still

Current Students

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CAREER OBJECTIVE [Tip 2](#)

To be employed in a _____, _____ and _____ environment where I can contribute my _____, _____ and _____ skills.

EDUCATION [Tip 3](#)

Master of Commerce - 1996 - 1998

Information Systems and Management

University of New South Wales

Focus:

- Business information systems and information systems design
- Business data communication
- Information systems security
- Information systems project management
- Accounting, business economics and statistics

Achievement: Credit Average

University Prize

Outstanding Academic Performance [Tip 4](#)

Only five students are nominated from each Faculty for the University prize each year. Selection criteria include academic achievement, commercial application of research, and leadership potential.

Bachelor of Engineering - 1982 - 1986

Computer Software Engineering

University of Beijing

Focus on computer science and mathematics

Certificate in Network Support - 1998

Sydney Institute of Technology

Focus:

- Installing and managing peer to peer LANs

- Data communication networks and applications
- LAN communications media, specification and selection
- Microcomputer hardware
- Protocols software and wide area networks

EMPLOYMENT [Tip 5](#)

Computer Support - 1998 - Current

University of New South Wales - Faculty of Science

My computer science lecturer recommended me for this position. Her recommendation for this position highlighted my problem solving ability, enthusiasm and PC knowledge. Responsibilities included:

- smoothly running the Faculty's 6 computer laboratories which contain 120 workstations running various software
- identifying and solving problems for the Lab network, including printers and modems
- managing computer laboratory resources
- configuring internet connections, email, and web browsers

Self Employed - 1996 - 1997

Computer Technician

Approximately 60 clients were serviced during this two year period. The client base was made up of approximately 50% small business, 30% individual clients, and 20% government agencies. Client services included:

- assembling computer software, trouble shooting
- software and hardware consultation
- setting up Web pages and configuring Internet connections

Computer Teacher and Research Analyst - 1986 - 1992

Beijing Medical University

A range of skills was needed to carry out the technical and interpersonal demands of this position. My technical skills were constantly tested and improved. My communication and management skills were used in the planning, development, and delivery of structured skills training. Specific responsibilities included:

- teaching database design, C programming and data structure, statistical software and providing statistics algorithm for researchers
- maintaining VAX-11/750 systems and PDP-11/73 system
- maintaining Student Information System containing 8000 records
- managing financial accounts and undertaking other management duties
- designing and implementing a number of workshops, topics included: software tools (SAS, Word Perfect, RDB, SQL)

Key Skills [Tip 6](#)

Area of Computing	Skills and Length of Experience	Level Skill
Languages	C++ - 2 years	Advanced
	Pascal - 3 months	Basic
	SQL, HTML and Java - 1.5 years	Advanced
Software		
Database	Oracle - 1 year	Intermediate
	Access - 2 years	Advanced

	MS Frontpage - 2 years Dreamweaver - 1.5 years	Advanced Intermediate
<i>Web Design Tools</i>		
<i>Graphics Packages</i>	Photoshop, Image Composer, Illustrator - 1 year	Intermediate
<i>Multimedia</i>	Flash, Fireworks - 1 year	Basic/Intermediate
<i>MS Office</i>	Word, Excel - 5 years PowerPoint, Outlook - 3 years	Advanced Intermediate/Advanced
<i>Internet</i>	Netscape and Explorer - 3 years	Advanced
Database Design	Design, Testing and Implementation, Query and Report Design - 1 year	Intermediate/Advanced
Data Modelling	Using software and mathematical calculations to model complex data interactions - 9 months	Intermediate
Operating Systems	MS DOS, MS Windows/NT - 4 years Unix/Linux - 1 year	Advanced Basic/Intermediate
Development Methodologies	SDLC - 1 year Prototyping - 1 year Cascading/Waterfall - 1 year	Intermediate Intermediate Intermediate

Analytical and Problem Solving: As a self employed Computer Technician I regularly solved software and hardware problems for my clients. One client was a small business operator who was experiencing problems with the software configuration of an email server. I conducted an extensive analysis of the system using trial and error and identified a firewall problem which I was able to solve.

Written Communication: high level written communication skills have been honed as a result of extensive report writing, research proposal preparation and through my own determination to express myself clearly, appropriately and professionally in writing.

- planned, researched, drafted, edited, and proofread complex technical reports on a network of 120 computers
- created online technical documents including Web pages and multi-media documents for CD ROM

Leadership: extensive team experience in my Computer Support role and my Research Analyst role provided many rich opportunities for me to exercise my natural qualities as a leader. As Project Manager for the development of a new help-desk log application, I used my listening and research skills to gather the system requirements and developed a vision and plan for the operation and structure of the new system. I was successful in gaining support, resources and building enthusiasm for the new software product using my influencing and negotiating skills. The support and motivation of the team for the new product made my management tasks of monitoring, allocating resources, and delegating to achieve team goals smooth sailing.

Languages

English: fluent oral and written

Mandarin: fluent oral and written

Japanese: simple conversation, reading, and writing

MAIN AREAS OF KNOWLEDGE [Tip 7](#)

- Database Design
- Programming for the Internet
- Data Management
- Accounting Systems
- Data Communications
- Network Administration
- Business Statistics
- LAN Communications

PROFESSIONAL MEMBERSHIP [Tip 8](#)

Student Member

ACUA - Australia Computer Users Association

I have attended professional development sessions on technical education and management issues.

INTERESTS [Tip 9](#)

Researching and undertaking broad travel, cricket and computer games, social tennis.

REFEREES [Tip 10](#)

Professional and academic referees available on request.