

Sample Electronic Résumé

CÉSAR MARTINEZ

210 Glen Marsh Avenue
Dover, Delaware 19904
phone: (302) 555-5555
e-mail: cesarm@company.com

OBJECTIVE

A network systems administrator position at Advanced Solutions.

EXPERIENCE

Computer Support Specialist
First National Bank, Wilmington, Delaware, June 1998–Present

- *Set up, configured, and supported Windows 95/98, Windows NT, and Macintosh servers, desktops, and laptop systems.

- *Installed software and hardware and handled network problems.

Help Desk Technician

E-B-L Systems, Inc., Philadelphia, Pennsylvania, July 1993–May 1998

- *Answered help desk telephones, providing technical support to computer users

- *Taught employees how to use e-mail, Netscape, and word processing software

- *Worked closely with professional staff to ensure that all user needs were met in timely manner

EDUCATION

Associate of Science Degree in Mathematics
Carroll Community College, Westminster, Maryland, 1993

CERTIFICATIONS

Windows NT Certified Independent Professional, 2002
Microsoft Certified Systems Engineer (MCSE)(NT 4.0), 2001
Microsoft Certified Professional + Internet (MCP+I), 2000
CompTIA Network + Certified Technician, 2000
Microsoft Certified Professional (MCP), 2000
Certified Novell IntraNetWare Administrator (CNA), 1998
CompTIA A+ Certified Computer Service Technician, 1997

COMMUNITY SERVICE

- *Volunteer in public schools teaching fourth graders to use the Internet

REFERENCES

Provided upon request