

# Sample Resume – Information Technology

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## THOMAS TECHIE

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### EDUCATION

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#### **Bachelor of Information Technology and Systems**

**Feb 2009 – Nov 2011**

Monash University, Caulfield

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

#### **Victorian Certificate of Education**

**Dec 2008**

Richmond Hill Secondary College, Richmond

- ENTER 89.8
- Student exchange program to Japan and China

### TECHNICAL SKILLS

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#### **Languages**

C++, C#, XML, Java, HTML, Pascal, Visual Basic, Python, Perl, SQL

#### **Systems**

Windows (XP, NT, Vista), Linux (Red Hat, Ubuntu and Fedora 10), 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, Laptops, PC's, Cisco switches, Hubs

#### **Frameworks**

RPC, J2EE, CORBA, COM/DCOM, JINI

#### **Networks**

HOSTS, TCP/IP, SNMP, VPN, DNS, WINS, FTP

#### **Certifications**

MCSE, CNE, CCNA, CNA

### AWARDS AND ACHIEVEMENTS

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- **Industry Based Learning Scholarship**, Faculty of IT Monash University – 2010
- **Finalist, Software Design – Environmental Sustainability**, Imagine Cup Australia – 2009



## CORE SKILLS

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- Final year academic project involved working in a team to build Wide Area Network Monitoring System for 'real life' client
- Confident communication skills, including the ability to present information clearly and concisely to diverse customer groups in both written and verbal forms. Presentation skills developed through student association involvement
- Excellent organisational and time management skills demonstrated by taking responsibility for arrangements for the end of year ball for the Monash IT Club
- Excellent interpersonal and intercultural skills as demonstrated through fluency in English, Mandarin and Japanese. Developed good intercultural understanding as an international student on exchange

## IT EXPERIENCE

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### **Web Design Internship (Full-time)**

**Dec 2010 – Feb 2011**

Webworks Pty. Ltd., Caulfield

- Discussed with key stakeholders ideas and requirements including clients, writers, designers, system administrators and other IT staff to obtain a clear understanding of website content and structure and make sure the website fulfilled its purpose
- Developed the website content including design, graphics, links, forms and programs ensuring all elements meshed together as a cohesive, eye-catching work enabling functionality of the website to be extended
- Maintained and updated the website by adding new content, illustrations or features. This included training of additional IT staff to help in the maintenance process

### **Wide Area Network Monitoring System**

**Jun – Nov 2010**

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, facts, opinions and information needed to analyse and solve the issue
- Outlined and evaluated alternative solutions to developing the system including a feasibility study estimating costs, time requirements, a schedule for the development, 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

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### **Library Assistant (10 hours per week)**

**Aug 2009 – Current**

Monash Public Library, Clayton

- Sort, issue and receive library items including books, magazines and audio visual materials
- Assist librarians with information enquiries
- Maintain customer borrowing records and process overdue notices
- Assist in the production of publicity displays and multimedia kits

**Retail Assistant (15 hours + per week)**  
K-Mart, Brunswick

**Jan 2007 – June 2008**

- Point of sale functions including cash register operations, EFTPOS and credit card sales
- Assist customers, including handling complaints, at the service desk
- Price, stack and display items for sale

## PROFESSIONAL DEVELOPMENT

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**Australian Computer Society** – student member  
Attended various seminars and education events to develop industry knowledge

**Dec 2008 – Current**  
networking skills and extend

**IT Professionals Industry Event** – attendee  
Association for Information Systems, held at Monash University

**March 2009**

## EXTRA-CURRICULAR ACTIVITIES

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**2008 – Current**

**Volunteer Computer Tutor** for Monash Public Library

**Jul 2009**

**Assistant** for Monash University Computer Games Boot Camp

**2009**

**Events co-ordinator** for the Monash IT Club

**2007**

**Participant** in Around the Bay in a Day cycling event as part of Team Monash

## INTERESTS

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- Enjoy keeping fit through cycling and social badminton
- Reading contemporary novels and art history references
- Gaming (PC/PS2)

## REFEREES

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

**Matthew Lim**  
**Senior Librarian**  
Monash Public Library  
(03) 9875 7009  
(Work Supervisor)

**Dr Gary Smith**  
**Lecturer IT**  
Monash University  
smithy@it.monash.edu  
(Academic)