

# John D. Smith

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smith.johnd@hotmail.com

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## Local Address

1000 Main Street  
La Crosse, WI 54601  
(000) 000-0000 (Cell)

## Permanent Address

3000 Wisconsin Avenue  
Your Town, MN 55000  
(000) 000-0000

## ACADEMIC BACKGROUND

University of Wisconsin – La Crosse, La Crosse, WI  
Bachelor of Science, May 20XX  
Major: **Information Systems**  
Cumulative GPA: 3.69

### Honors and Awards

Dean's List Fall 20XX - Present  
Shu-Chih Wen Memorial Scholarship for Information Systems (20XX-XX)  
Golden Key National Honor Society

## SKILLS SUMMARY

### Operating Systems

Windows 2000  
Windows XP

### Software

Office 2000  
Office XP  
FrontPage 2002  
Adobe Illustrator

### Programming Languages

Java  
Visual Basic  
SQL  
JDBC

### Web Development

XML  
XHTML  
CSS

## INFORMATION SYSTEMS EXPERIENCE

UW-La Crosse, La Crosse, WI

**Assistant Lab Manager and Tutor**, June 20XX-present

- Researching software and hardware for possible purchase
- Updating hardware and software inventory
- Installing software on servers and PCs
- Running Windows Updates on servers and PCs
- Maintaining security on Information Systems Lab computers and installing new patches
- Tutored students enrolled in "Information Systems for Business Management"

ABC Company, My Town, WI

**Desktop Services Intern**, May 20XX – August 20XX

- Built PCs for new users
- Imaged/Wiped/Tested used PCs and other equipment
- Responsible for all area PC moves
- Installed software and hardware

## COLLEGIATE AND COMMUNITY INVOLVEMENT

Information Systems Association (ISA), UW-La Crosse Chapter

**Secretary**, September 20XX – May 20XX

- Recorded meeting content, organized meeting agendas, and recruited speakers

Habitat for Humanity, My Town, WI

**Collegiate Challenge Coordinator**, May 20XX-May 20XX

- Organized all aspects of the 20XX spring break trip including transportation arrangements, scheduling events and meetings, fundraising, and communicating with Habitat for Humanity International

## OTHER WORK EXPERIENCE

ABC Restaurant, My Town, WI

**Wait Staff**, June 20XX – Present

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## Kuang-Wei Wen, Ph.D.

Professor and Chairman  
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## William E. Wehrs, Ph.D.

Associate Professor  
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## Sandra Smith

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