

EBENEZER O. THOMAS

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EDUCATION

Stevenson University, Stevenson, MD, May 20xx
Bachelor of Science in Computer Information Systems

CERTIFICATIONS

A+ June 20xx, Network+ August 20xx, Security + December 20xx

RELEVANT COURSE WORK

MS Windows and Office	SQL with MS Access	Unix Server Architecture
Advanced MS Office Applications	Programming with Visual Basic	Windows Server
Information Systems Architecture	Exchange Server	Cisco TCP/IP routing
Relational Database Design	Technology Law	Marketing Research

RELEVANT EXPERIENCE

Network Intern, Calvert School, Baltimore, MD, March 20xx – Present

- Assist with hardware/software troubleshooting and problem solving for student/teacher workstations
- Handle laptop and email configuration for students and managed the mail filter
- Program phones for Vodavi system: buttons, voicemail, multiple users for one phone

Migration Specialist, Saul Ewing LLP, Baltimore, MD, September 20xx – December 20xx

- Assisted Information Systems staff with updating computers from existing systems to new systems
- Oversaw the set-up of printers and configured wireless network nodes
- Configured outlook settings and setup of A/V equipment

Tech Support, Stevenson University Tech Connection, Stevenson, MD, October 20xx – May 20xx

- Provided customer support and technical advice to a client base of over 3,500 users, including faculty and students
- Assigned student passwords and did troubleshooting of workstation issues
- Installed toner and necessary software for students

COMMUNITY SERVICE

Mentor, Students with a Brighter Future, Goucher College, Baltimore, MD June 20xx – August 20xx

Clerk, Medical Records, Union Memorial Hospital, Baltimore, MD, August 20xx – January 20xx

INTERCOLLEGIATE ATHLETICS

Captain, Stevenson University Tennis, Stevenson, MD, March 20xx-May 20xx

- Implemented skills and feedback of coaches to improve the team's performance
- Managed the coordination of off-season practices and team meetings

ACTIVITIES

Member, Mustang Activities and Programming, Stevenson University, Stevenson, MD, August 20xx-Present

- Organize and plan campus-wide events to promote student social engagement
- Collaborate with a team of five students to develop event ideas