

EBENEZER O. THOMAS

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EDUCATION

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

RELEVANT EXPERIENCE

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

- Assisted with hardware/software troubleshooting and problem solving for student/teacher workstations
- Handled laptop and email configuration for students and managed the mail filter
- Programed 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, Owings Mills, MD, October 20xx – May 20xx

- Provided customer support and technical advice to a client base of over 3,500 users, including faculty, staff, and students
- Assigned student passwords and responsible for the troubleshooting of any 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 ATHLETIC EXPERIENCE

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

- Served as liaison between coaches and team members
- 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, Owings Mills, 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