|  |  |
| --- | --- |
|  | Awards, Certifications, Licenses, and Recognitions  Copy the top blank template item, paste it below it, leave it empty for future use, and list your most recent accomplishment, award, certification, or license first, and then the next most recent until you list them all. Be sure to replace the words that are ALL CAPS with the appropriate information. See the example below (in gray). |

Cisco Certified Network Associate (CCNA) - Router and Switch

* Issued by Cisco in June 2016
* Expiration June 2019
* Covers basic configuration of Cisco switches and routers

TITLE & SUBTITLE - ENDORSEMENTS

* Issued by AGENCY on DATE
* Expiration DATE
* DETAILS

TITLE & SUBTITLE - ENDORSEMENTS

* Issued by AGENCY on DATE
* Expiration DATE
* DETAILS

|  |  |
| --- | --- |
|  | Contact History  Please enter your contact history, starting with your current contact information and working your way back. Be sure to replace the words below with the appropriate information. See the example below (in gray). |

Maria Romero Hansen (Mama)

Maria Romero Fernandez

Mrhansen87@gmail.com

1-907-555-1234 (mobile)

https://linkedin.com/in/maria-hansen-89abcdef

Mailing Address

1234 J Street #56

Anchorage, Alaska, 99501

9/10/2011 → Present

Street Address

1234 J Street #56

Anchorage, Alaska 99501

9/10/2011 → Present

Mailing Address

% Joaquim & Alexa Fernandez

Post Office Box 234567

Anchorage, Alaska 99523-4567

10/9/1987 → 9/10/2011

Street Address

101112 West 13th Avenue #14

Anchorage, Alaska 99501

10/9/1987 → 9/10/2011

Current Name (Nickname)

Previous Name

Email Address

Phone # (mobile/home/message/work)

Linked-In Address

Current Mailing Address

P. O. Box # / Physical Address

City, State/Province/Country & Zip Code

Start Date → Present

Current Street Address

Physical Address

City, State/Province/Country & Zip Code

Start Date → Present

Previous Mailing Address

P. O. Box # / Physical Address

City, State/Province/Country & Zip Code

Start Date → End Date

Previous Street Address

Physical Address

City, State/Province/Country & Zip Code

Start Date → End Date

Previous Mailing Address

P. O. Box # / Physical Address

City, State/Province/Country & Zip Code

Previous Street Address

Physical Address

City, State/Province/Country & Zip Code

Start Date → End Date

Previous Mailing Address

P. O. Box # / Physical Address

City, State/Province/Country & Zip Code

Previous Street Address

Physical Address

City, State/Province/Country & Zip Code

Start Date → End Date

Previous Mailing Address

P. O. Box # / Physical Address

City, State/Province/Country & Zip Code

Previous Street Address

Physical Address

City, State/Province/Country & Zip Code

Start Date → End Date

Previous Mailing Address

P. O. Box # / Physical Address

City, State/Province/Country & Zip Code

Previous Street Address

Physical Address

City, State/Province/Country & Zip Code

Start Date → End Date

|  |  |
| --- | --- |
|  | Education Background  List your educational background, starting with your current or most recent institution, and then work your way back (see the example below in gray). Always leave a blank entry on top of your access to copy for future studies. |

The University of Alaska, Anchorage (UAA)

Address: 3901 Old Seward Hwy #130, Anchorage, Alaska 99518

Phone Number: 1-907-786-6864

Associate of Applied Science - Computer Network Technologies - 12/2007

01/2003 → 06/2016

Overall GPA: 3.81

Comments: I took classes after graduation to update my skills in the field of studies.

School/Training Facility

Address City, State/Province/Country Zip Code

Phone Number:

Degree/Diploma (Earned/Expected) in Major/Field of Study --Graduation Date

Start Date → End Date

Overall GPA:

Comments:

School/Training Facility

Address City, State/Province/Country Zip Code

Phone Number:

Degree/Diploma (Earned/Expected) in Major/Field of Study --Graduation Date

Start Date → End Date

Overall GPA:

Comments:

School/Training Facility

Address City, State/Province/Country Zip Code

Phone Number:

Degree/Diploma (Earned/Expected) in Major/Field of Study --Graduation Date

Start Date → End Date

Overall GPA:

Comments:

School/Training Facility

Address City, State/Province/Country Zip Code

Phone Number:

Degree/Diploma (Earned/Expected) in Major/Field of Study --Graduation Date

Start Date → End Date

Overall GPA:

Comments:

|  |  |
| --- | --- |
|  | Work History  Please fill in as much as you can about your work history, starting with your most recent employer, and then work your way back (see example below in gray). Be sure to leave a blank entry on top of your last access to copy for future work. |

Alder and Spruce Enterprises

7901 West 5th Avenue, Suite# 802

Anchorage, Alaska 99501

Office Assistant → Network Administrator

06/01/2004 → 3/13/2020

$15.00/hour → End Pay $24.00/hour

Kim Mulvaney, IT Director

Phone: 1-907-555-6789 – Fax: 1-907-555-9876

Laid off – Closed due to Covid

* Provided IT desktop and server support for more than 300 end-users
* Set up and maintained a MySQL database that contains more than 150,000 customer records by PCI/DSS, the Gramm-Leach-Bliley Act, and other high-security standards
* Worked as a team to develop the technical network infrastructure with 99.99% uptime and the various in-house programs, and complying with strict data security standards
* Assisted more than 6,000 customers a month during the summer months in arranging sight-seeing tours, shipping supplies, and other logistical ventures for the remote sites
* Assisted customers with various issues related to their sight-seeing experience

EMPLOYER NAME

WORKSITE ADDRESS

WORK SITE CITY, STATE/PROVINCE/COUNTRY ZIP CODE

START POSITION → END POSITION

START DATE → END DATE

$ STARTING PAY → $ END PAY

Supervisor’s name, Position:

Reason for Leaving:

Duties:

* State each accomplishment in the past tense, even for the current employer
* Press the ENTER key to add another item until you enter all of your accomplishments

EMPLOYER NAME

WORKSITE ADDRESS

WORK SITE CITY, STATE/PROVINCE/COUNTRY ZIP CODE

START POSITION → END POSITION

START DATE → END DATE

$ STARTING PAY → $ END PAY

Supervisor’s name, Position

Reason for Leaving:

Duties:

* State each accomplishment in the past tense, even for the current employer
* Press the ENTER key to add another item until you enter all of your accomplishments