

## RÉSUMÉ WRITING

### Sample Résumé: Computer Science

#### Maria Garof

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#### Objective

A Software Designer Internship with a client-driven corporation leading the field of wireless communication, where outstanding success in team projects, involving design and implementation of software, as well as proven ability to deliver high quality projects on-time will contribute to the implementation, testing and support of innovative wireless products.

#### Education & Achievements

**Honours Bachelor of Science in Computer Science**  
York University, Toronto

Expected Spring 2018

- Computer Science Award for achieving an average over 85% 2015 & 2016
- Science & Engineering Scholarship (\$2,000 value), based on academic merit 2014
- York University Entrance Scholarship (\$4,000 value) 2014

#### *Related Project:*

***Lord of the Rings Software Design Project, Final Grade: A***

Winter 2016

- Worked as part of a team in extending and modifying an existing system of a Lord of the Rings simulation program using Eiffel, an object-oriented programming language similar to C and C++
- Selected as a team lead of the project, organized and prioritize tasks, managed workflow progress, verified quality assurance and provided technical support to team members
- Contributed programming skills by adding more actors to the game and more functions such as load, save, undo and redo using C language
- Designed all 'Player Commands' and created over 80% of test cases submitted. Received bonus marks for 'good implementation' of coding
- Prepared a professional 40-page report, designed a user friendly format and addressed all aspects of the project. Successfully produced top quality work within a limited time frame of 4 weeks and was commended by professor for 'thorough report'

***Applied Technical Skills:*** Object-oriented programming (Eiffel, similar to C and C++), manual testing and technical report writing

#### Employment Experience

**Customer Service Representative**  
Best Buy, Toronto

2014 - Present

- Awarded 'Employee of the Month' in 2014 and 2015 for extraordinary customer service, including providing prompt and courteous responses to customer inquiries and contributing 20% of all loyalty program sign ups
- Volunteered to schedule the breaks of all Front-End Associates, as a result, was assigned the responsibility of coordinating break schedule on weekends
- Took on a leadership role by utilizing thorough knowledge of policies and procedures to educate new associates, designated by management as a 'Customer Service Trainer'

## **Academic Resource Advisor**

2015 - 2016

York University, Toronto

- Received the Lola Hayman Award for demonstrating high level of commitment to the program, involving advising students on essay writing, presentations, critical reading, and school-related inquiries
- Facilitated a presentation on 'Applying to Graduate and Law School' at an Academic Advising Session and was recognized by professor for 'speaking confidently' throughout session

## **Summer Camp Assistant**

Summers 2013, 2014

City of Mississauga

- Creatively planned and designed group activities, theme days, and weekly special events with an emphasis on building self-esteem, participation, fair play, team spirit and leadership skills
- Collaborated with other leaders on a daily basis to maintain health and safety in the camp, reported unsafe equipment to supervisors and updated health information on the participants

## **Technical Skills**

### **Operating Systems**

- Advanced knowledge of Windows XP/Vista, Unix and Linux
- Administration of Windows 2000 Server

### **Programming Languages**

- MIPS Assembler, Unix Shell Scripts, C, Java, JVS, VBS, PL/SQL, and ASP
- Digital Logic - Verilog Hardware Language

### **Hardware**

- Installation and configuration of peripherals and storage devices
- Troubleshooting hardware on POST
- Embedded Systems - experience on program HC12 using C language (currently building a robot using an HC12 embedded microcontroller)
- Robotics - manipulation of a mobile robot and robotic arm via Java

### **Software**

- MS Office Suite, MS Visio, MS Project, SQL Navigator, Remedy, Eclipse