

Information Technology Management Resumes

for undergraduate students



SAINT LOUIS UNIVERSITY

—
CAREER RESOURCES CENTER

Creating an Effective Resume

A resume is a written summary that highlights your education, experience, skills, and other relevant information. The primary purpose of the resume is to get you an interview. Employers often scan resumes very quickly (less than 1 minute). Therefore, it is important that your resume looks professional and dynamic.

Your Name

Cell Phone | E-Mail Address

Objective

An objective can include job title, industry, and competencies or skills you would like to use in your position.

Education

Saint Louis University – John Cook School of Business, St. Louis, MO

Bachelor of Science in Information Technology Management, Graduation Month and Year

Certificates, Minors or Supporting Area, if applicable

Include GPA if it is over 3.0/4.0

Relevant Experience

Internship Title, Dates when you worked

Name of Company, City, State

- Use phrases, starting each phrase with an action verb to grab reader's attention.
- Explain job duties including skills used and accomplishments.
- Start each bullet with an action verb

Employment History

Job Title, Dates when you worked

Company Name, City, State

- Describe job duties including skills used and accomplishments.
- List all experience in reverse chronological order, starting with most recent.
- Start each bullet with an action verb

Additional Headings

- On-campus Activities
- Leadership Experience
- Study Abroad
- Relevant Coursework
- Language Skills
- Honors / Awards
- Community Service / Volunteer Experience
- Computer Skills

General Tips

- Be honest throughout your resume—never lie.
- Do not use a resume template or table to create your resume.
- Use 11 or 12-point size for text
- Limit your resume to one page
- Use indentations, capital letters, bolding, and bullets to effectively enhance important information
- Tailor resumes to specific positions or employers
- Never include references or the statement "References Available Upon Request"
- Never include personal information such as age, hobbies, interests, marital status
- Proofread! Let several people critique your resume

Action Verb List

| Leadership Skills | Communication Skills | Technical Skills | Admin Skills | Creative Skills | Financial Skills | Service Skills |
|-------------------|----------------------|------------------|--------------|-----------------|-----------------------|-------------------------|
| Administered | Addressed | Analyzed | Approved | Acted | Accounted | Collaborated |
| Analyzed | Advised | Adjusted | Arranged | Composed | Administered | Contracted |
| Anticipated | Arbitrated | Aligned | Catalogued | Conceived | Allocated | Coordinated |
| Assessed | Arranged | Calculated | Classified | Conceptualized | Analyzed | Counseled |
| Assigned | Assembled | Catalogued | Collected | Created | Appraised | Corrected |
| Attained | Authored | Compiled | Compiled | Designed | Audited | Demonstrated |
| Chaired | Bargained | Computed | Corresponded | Developed | Balanced | Encouraged |
| Contracted | Clarified | Critiqued | Dispatched | Directed | Budgeted | Evaluated |
| Consolidated | Collaborated | Created | Executed | Established | Calculated | Facilitated |
| Coordinated | Connected | Detailed | Generated | Fashioned | Comparing | Guided |
| Conducted | Contributed | Drafted | Implemented | Founded | Compiling | Integrated |
| Delegated | Coordinated | Designed | Inspected | Illustrated | Computed | Led |
| Developed | Corresponded | Devised | Monitored | Integrated | Correlated | Listened |
| Directed | Defined | Diagnosed | Operated | Introduced | Equated | Purchased |
| Empowered | Developed | Engineered | Organized | Invented | Examined | Repaired |
| Enabled | Directed | Evaluated | Prepared | Originated | Forecasted | Public Relations |
| Executed | Drafted | Examined | Processed | Performed | Formulated | |
| Hired | Edited | Extracted | Purchased | Planned | Leveraged | Collaborated |
| Improved | Explained | Formulated | Recorded | Revitalized | Managed | Communicated |
| Increased | Influenced | Financed | Retrieved | Shaped | Maximized | Conducted |
| Initiated | Integrated | Identified | Specified | Translated | Planned | Consulted |
| Measured | Interviewed | Maintained | Validated | Projected | Processed | Convinced |
| Modeled | Lectured | Measured | Recorded | Recognized | Selling Skills | Created |
| Negotiated | Listened | Operated | Reduced | Reconciled | | Demonstrated |
| Overhauled | Mediated | Organized | Reported | | Advised | Endorsed |
| Oversaw | Moderated | Programmed | Verified | | Asked | Entertained |
| Planned | Motivated | Refined | Collaborated | | Calculated | Hosted |
| Prioritized | Negotiated | Repaired | Collated | | Closed | Informed |
| Produced | Organized | Reviewed | Computed | | Communicated | Interviewed |
| Recommended | Persuaded | Restructured | Developed | | Compared | Performed |
| Regulated | Promoted | Revised | Evaluated | | Contacted | Planned |
| Reinforced | Publicized | Solved | Examined | | Contracted | Promoted |
| Restructured | Presented | Summarized | Followed | | Convinced | Recruited |
| Reviewed | Proposed | | Improved | | Differentiated | Represented |
| Scheduled | Read | | Recommended | | Influenced | Researched |
| Strengthened | Reconciled | | Sorted | | Informed | Taught |
| Supervised | Translated | | Systemized | | Inspected | |
| Verified | Updated | | Wrote | | Planned | |

Firstname Lastname
City, State Zip | Cell Phone | E-Mail

Objective

To obtain an internship in the information technology field utilizing programming, database development, and systems analysis skills

Education

Saint Louis University – John Cook School of Business St. Louis, MO
Bachelor of Science in Information Technology Management May 2018
Cumulative GPA: 3.40 / 4.00

Technical Skills

Operating Systems

- Linux, Mac, Windows, UNIX

Software

- Microsoft Office (Word, Access, Excel, Outlook, Publisher, PowerPoint), Adobe (Photoshop, PageMaker), Lotus Notes, NetBeans, SPSS, Macromedia Dreamweaver, SmartFTP, Remedy Systems, KM-Net Viewer, VNC Viewer

Programming Languages

- ASP.NET, C++, CSS, HTML, Java, PHP, PL/SQL, SQL, VB.Net, XML

Database Management

- Microsoft Access, Oracle

Work Experience

Tech Interns Program, Saint Louis University, St. Louis, MO 2015-Present

Field Technician 2017-Present

- Provide in-field support for the College of Arts and Sciences Faculty and Staff
- Utilize software support including Microsoft Windows 98, 2000, XP, Microsoft Office Suite, Apple OS9, Apple OSX, and Email Clients.

Cabler Summer 2016

- Created patch cables, as well as jacks for RJ-45 internet cables
- Checked existing cables for integrity, and usability and replaced as needed

Helpdesk Technician 2015 – 2016

- Supported service to over 10,000 students, faculty and staff
- Resolved networking issues, virus infections, and other desktop concerns

Activities / Honors

Beta Gamma Sigma (Business Honors Fraternity) 2016 – Present

Delta Sigma Pi (Professional Business Fraternity) 2014 – Present

- Vice President of Chapter Operations, 2015 – Present

Dean's List 5 semesters

Dean's Scholarship

Firstname Lastname

Cell Phone

E-Mail

OBJECTIVE

Seeking a position in project management that will contribute to an organization and acquire a meaningful and professional experience

EDUCATION

Saint Louis University – John Cook School of Business, St. Louis, Missouri

Bachelor of Science in Information Technology Management, May 2018

Certificate in SAP (awarded by SAP America)

Cumulative GPA: 3.75/4.00

TECHNICAL SUMMARY

- **Programming Languages:** ASP.NET, CSS, HTML, Java, MySQL, PHP, PL/SQL, SQL, VB.Net, XML
- **Software Applications:** Microsoft Office Suite (including Project and Visio), Netbeans
- **Database Management:** Oracle, Access
- **Operating Systems:** Windows, Linux, Mac, UNIX
- **ERP Packages:** SAP R/3, SAP Solution Manager
- **Web Design:** Macromedia Dreamweaver, Microsoft FrontPage

WORK EXPERIENCE

Intern, Summer 2017

Monsanto, Creve Coeur, MO

- Served as a liaison between the business user groups and the developer groups to resolve system issues.
- Conducted configuration changes, created report developments, produced functional design specifications, processed funnel files, checked catalog variance files, and performed compatibility testing.
- Wrote derivation rules for treasury, and blueprinted transactions for documentation for each box within the system.
- Collected, parsed, recorded, and transferred all short dumps in SAP to a MS Access database.
- Visited a manufacturing plant to understand the business process and the users that are being supported.

ACTIVITIES / HONORS

Alpha Kappa Psi (Professional Business Fraternity), 2014 – Present

Freshman in Business, 2014-2015

Dean's List (4 semesters)