

Answer Key - Okamoto Resume

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Your Name

Objective	To obtain a full-time sales position with a major computer or electronics company in the New England area.		
Education	2001-2005	Hartford College	Hartford, CT
	Information and Computer Technology		
	▪ B.S., December 2005		
	▪ A.S., December 2003		
Areas of concentration	Computer Hardware Computer Software and Programming Professional Communications Business		
Awards received	Dean's List, every semester Gamma Phi Sigma Honors Society, 2002-2005 Hartford College Outstanding Senior, 1 st Place, 2005		
Interests and activities	Association of Sales Representatives, junior member Big Brothers Big Sisters of Hartford, volunteer Computer Club, treasurer New England Ski Club, publicity coordinator		
Languages	English (fluent) Japanese (fluent) Knowledge of sign language		
Work experience	2002-2005	Computer Discount Sales	Plantsville, CT
	Intern		
	▪ Sold hardware and software components to home and small business customers		
	▪ Arranged and configured in-store computer hardware, software, and network displays		
	▪ Logged and replied to computer-related customer e-mail, fax, and telephone inquiries		
Volunteer experience	As a Big Brother, I spend at least eight hours every week with my Little Brother – hoping to make a difference in this youth's life.		