

TECHNOLOGY & DATA TEMPLATE

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EDUCATION

UNC Greensboro

Bachelor of Science, Computer Science

GPA: 3.5

Honors: Dean's List (Spring 2025)

Relevant Coursework: Statistics, Data Analytics, Cybersecurity Principles. Web Development, Programming

Greensboro, NC

May 2028

WORK EXPERIENCE

UNCG, Computer Science Department

Greensboro, NC

Data Specialist

August 2025 – Present

- Perform system maintenance and troubleshooting while tracking operational activities across 18 departmental teams
- Collaborate with 5 leadership team members to streamline departmental operations and improve efficiency
- Create interactive Power BI dashboards in Power BI, reducing manual reporting time by 25%

Walter C. Jackson Library

Greensboro, NC

Technical Services Assistant

April 2025 – October 2025

- Provided technical support for over 50+ guests daily by assisting with over 200 e-books, the website, and internal resources
- Cataloged over 800 items in 6 months, reducing retrieval time by 25%
- Maintained library databases, websites, and online catalogs, ensuring accurate records

RELEVANT PROJECTS

Codelinc 2025 Hackathon

March 2026

- **For all sections:** Include 2–4 bullet points highlighting your contributions, responsibilities, skills, and results. Start each bullet with a strong action verb, describe the project or work completed, and use past tense for previous roles and present tense for current roles. If possible, include measurable details such as project scope, audience, tools, or outcomes.
- Developed functional solutions, integrating Node.js to address business challenges.
- Collaborated and led two team members to design a solution, reducing delivery time by 15%.
- Pitched final solution to industry judges, earning the technical innovation reward

Library Management Database (Database Systems Course Project)

March 2026

- Designed a relational database to support library management systems.
- Developed SQL queries, views, and stored procedures to manage all inventory
- Documented database design decisions while presenting solutions to 45 students and two professors

LEADERSHIP & INVOLVEMENT (If you have relevant professional, internship, or work experience, this section may be condensed.)

Game Development Club, UNCG

Greensboro, NC

President

August 2025 – Present

- Collaborate with executive board members to develop programming, manage club operations, and support organizational goals
- Foster an inclusive and collaborative environment by recruiting new members, encouraging team-based game development, and connecting students with professional development opportunities

TECHNICAL SKILLS & CERTIFICATIONS

Analytical: Excel, Data Analysis, Tableau, Google Analytics

Certifications: COMPTIA A+. IBM Data Analyst

Programming Languages: Java (intermediate, SQ: (beginner, Python (advanced, C++ (beginner)

KEY REMINDERS:

- Be sure to spell out the full name of the university the first time it appears and include the abbreviation in parentheses. List your major, GPA (if 3.0 or higher), expected graduation date, and any academic honors or awards. The Education section is one of the most important parts of your resume because it helps employers quickly determine whether you meet position requirements related to your major, academic standing, and class year. Your expected graduation date is especially important, as employers often use it to identify candidates for internships, creative roles, student leadership programs, and entry-level opportunities in technology and data fields.
- **Relevant coursework** helps demonstrate the knowledge and skills you have developed in the classroom. Consider including this section if you have limited professional experience or are looking for additional ways to showcase your qualifications and preparation for roles in technology and data.
- **Relevant experience** can include internships, on-campus jobs, part-time or seasonal positions, freelance work, and leadership roles that are directly related to your major or demonstrate transferable skills relevant to Technology and Data.
- **Relevant projects** can enhance your resume by showing applied tech skills, especially if you do not yet have internships or professional experience. They can also be included even if you do, as they highlight your abilities in areas such as coding, software, problem solving, project management, software and skills, and programming languages,
- **Campus involvement** demonstrates leadership, creativity, and time management skills as you balance academic responsibilities with extracurricular activities. If your clubs and organizations are directly related to technology and data, this can make you even more marketable to employers and recruiters.
- **Key skills** should ultimately be determined by the job you are applying for. Therefore, it is important to carefully review the job description before applying. For example, if an organization is looking for a candidate with strong technical skills, programming, and attention to detail, you should highlight those skills on your resume. The strongest resumes demonstrate these skills through experience and project bullet points, not just in the Skills section.

PRO TIPS:

- Proofread your resume carefully for spelling, grammar, and formatting errors before submitting it to employers.
- Font: Times New Roman or Arial Narrow, size 10–12
- Your resume should be **ONE PAGE**
- For Relevant Coursework, list the title rather than the course code.
 - Incorrect: CSC 105
 - Correct: Data, Computing, and Quantitative Reasoning
- List Relevant Experience and Relevant Projects in reverse chronological order (most recent to least recent)
- Each experience entry should include 2–4 bullet points describing your tasks, actions, and outcomes when applicable.
- Use numbers whenever possible to strengthen your bullet points (engagement, attendance, reach, projects completed, etc.)
- Be as descriptive as possible. Recruiters review your resume before speaking with you.
- Do not use pronouns (I, my, me)
- Use consistent formatting (spacing, alignment, and bullet style throughout your resume)
- Tailor your resume to each job description by highlighting the most relevant creative, communication, and technical skills.

This is an example of a Technology & Data Pathway resume. Please be sure to insert your information, remove extra pages, and delete the header before finalizing your document. Good luck!