**Susie Q. Jones**

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(555) 555-1234, susie.jones@anyemail.com

**PROFESSIONAL SUMMARY**

Driven and dynamic software engineer and office manager with a forte in both electrical and software engineering and who has 7+ years of experience with Java, C++, VB Script and software development

**WORK HISTORY**

*ABC Company, Senior Software Engineer (2009 – Present)*

- Designed the XYZ Software featured in “Wired” Magazine, which led to a 10% revenue increase.

- Served as office manager from 2011

- Present and led a team of 12 people

*DEF Company, Computer Programmer (2007 – 2009)*

- Developed academic website and coding project for the UC Berkeley online presence.

- Managed a team of 8 in programming, coding and executing digital design projects

University of California, Berkeley, Software Development Intern (January – June 2007)

- Assisted in the design, programming and coding of the UCB blog

**EDUCATION**

*University of Louisiana Monroe, Monroe*, *Louisiana (2000 – 2008)*

- M.S. in Software Engineering

- B.S. in Electrical Engineering

**SKILLS**

- Familiar and competent with Linux, Solaris, Windows 8, AIX

- Fluent in Java, C++, Perl, VB Script

- Typing Speed of 85 WPM