

Robert Anderson

325 West Third St.
Mansfield, Ohio 44903
(419) 522 6456

Objective: To obtain an entry-level computer assistant position with opportunities for advancement

Education: Pioneer Career And Technology Center..... 2008-Present
Enrolled in Information Technology Support
*Two-year Information Technology Support Certificate, May 2010

Mansfield Senior High 2006-Present
* High School Diploma May 2010

Acquired Skills

- Communication Skills
- Leadership Skills
- Telephone Skills
- Adobe Photoshop CS3
- Adobe Flash Professional CS3
- Basic Computer Troubleshooting
- Cat-5 Cabling
- Basic Networking
- Building Computers
- Help Desk Technician
- Microsoft Office Suite: Word, PowerPoint, Access, and Excel Certified

Experience: Carousel Magic..... June 2007- December 2009
Title: Tour Guide, Restoration Technician, and Custodian
Duties: Guided tours, restored carousel figures, and maintained workplace
Note: Carousel Magic closed down in December 2009, but phone numbers for either of the two owners can be provided if necessary.

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Activities and Achievements:

- Member of Business Professionals of America (BPA), 2008-2010
- BPA Pioneer Chapter Leadership Team, 2009-2010
- Placed fourth in Extemporaneous Speech at BPA Ohio Association contest 2010
- Eamed Highest Performance in Senior IT Support at Pioneer CTC for: Cisco's IT Essentials, Computer Knowledge, Microsoft Excel, and Photoshop
- Boy Scouts of America Eagle Rank
- Served as Chaplain, Assistant Senior Patrol Leader, Quartermaster and Scribe in Boy Scout Troop 143
- 2009 Buckeye Boys State Delegate
- Nominee for the 2010 Byron Carmean Character Award

References Available Upon Request