

Midterm Lab Task # 1. Resume

Create your own resume and fill in the necessary data /information about you following the sample below

Requirements:

1. Insert an image using your any of your profile picture
2. Use Heading tag for the Full Name
3. Apply Heading 3 style for all the subheadings (Career Objective, Summary, Education, Experience Hardware Skills and Software Skills
4. Used Bulleted lists for all list entries
5. You may also used p tag for the content of the page, HR tag for the Line
6. Upload and Post the file using your Google Sites portfolio (Screen shot the output, the code and provide a short description of the task)
7. You will be graded based on:
 - a. Correctness of tags used – 10 pts
 - b. Completeness of required contents – 10 pts

Note: The text below are only sample text PLEASE fill in with actual information about you.



FIRST NAME, LAST NAME MI

Email: your.email@email.com

Phone: (123) 456-7891

Address: Street, City, State

LinkedIn: linkedin.com/in/yourprofile

Career Objective

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Expertise BIO

COMPUTER TECHNOLOGY professional with four years of experience ranging from system software development to technical support. Strengths include problem-solving and analysis, oral and written communications, diagnostics, scheduling, interpersonal relations, and directing others while promoting a spirit of partnership with students, peers, and support groups.

Education

- Course/Degree/ Name of School / Year Graduated
- SHS Track/ Name of School / Year Graduated
- Junior High School/Elementary School and Year Graduated

Work Experience or Seminars and Workshop Attended

[Company Name, Address of Company, Date inclusion

Position

Job Description (in bullet form)]

Title of Seminar, Place of Seminar, Date Inclusion

Short Description of the seminar

Detailed topics of the seminar attended (in bulleted form)

INTERNATIONAL BUSINESS MACHINES (IBM), Chicago, IL 1995

Account Systems Engineer/Co-op Position

Responsible for technical sales assistance and customer technical support for the midrange customer base.

- Sold and installed multiple midrange system upgrades based on an analysis of sizing and growth needs that increased yearly revenue by 20%.
- Received IBM Means Service Award for customer satisfaction with midrange system upgrade installation project.

PRAIRIE STATE COLLEGE, Chicago, IL 1994 - 1995

Office Assistant, English Department

Responsible for various administrative functions including research, reception, answering telephones, secretarial, and word processing. Provided support for secretary and English department.

- Supervised the installation of new system software updates improving efficiency and effectiveness.
- Updated the student database and coordinated the mailing of the department newsletter.

Hardware Skills

IBM PC and compatibles, Apple Macintosh, UNIX systems

Software Skills

HTML, Microsoft FrontPage, Microsoft Internet Information Server 4.0, Windows, Windows NT Server/Workstation, Microsoft Office Professional, Visual Basic 5, C++, Visual J++/Java, Microsoft Project, Microsoft Access, Microsoft PowerPoint.

Additional Skills

Microsoft Office Suite
 Google Workspace
 Spanish (business proficiency)
 Organizational skills
 Adaptability
 Time management
 Accuracy and attention to detail
 Data analysis
 Research

Character References

FULL NAME	DESIGNATION	EMAIL	CONTACT NUMBER

I HEREBY CERTIFY that the information provided in this form is complete, true, and correct to the best of my knowledge.