IST Resume Examples: Create in Microsoft Word then submit as a PDF for online applications

Jamar L. Johnson

<u>Ili5665@psu.edu</u> ■ (555) 123-8858 **∠**

West Chester, PA • www.Linkedin.com/Jamarljohnson

Set up a professional voicemail greeting before applying to positions -This is your first impression to recruiters.

EDUCATION

The Pennsylvania State University, University Park, PA

May 2025

Bachelor of Science, Applied Data Sciences, Information and Cybersecurity Science Focus Minor in Information Sciences and Technology

GPA 3.2 Dean's List: SP 2021

Certificate in Enterprise Architecture

May 2025

SKILLS

Java

■ Python ■ MS SQL ■ Intermediate in Chinese

■ Big Data Management

Create Skills

Columns or

NO tables

section using

comma ONLY,

- Data Analysis/Analytics
- Microsoft Excel

Never list seasons for dates applicant tracking systems (ATS) or A.I can not read seasons, ONLY use months and years

PROJECT WORK EXPERIENCE

Team Lead, Penn State Machine Learning for Data Analytics

R

January 2024 - Present

- Worked in a team to apply applications of machine learning algorithms to real-life customer data provided by EY to identify business solutions and increase customer satisfaction.
- Presented technology and business solutions based on the analysis of the data provide to EY representatives.

Team Member, Penn State Data Management for Data Sciences

August – December 2023

Collaborated in a team to evaluate a real-life large data problem analyzed the information to identify the appropriate data model and database solution.

RELEVANT WORK EXPERIENCE

Associate Customer Solutions Intern, Amazon

May – August 2023

- Collaborated with sales, support, solution architecture, and professional services to plan and support major workload migration.
- Managed cadence through reporting and tracking function.
- Developed relationship with customers and advise customers on best practices.
- Supported team's operational cadence through program management and technical skills.

Executive Board Member, PSU Black Entrepreneurs of Tomorrow

September 2022 – Present

- Reviewed student entrepreneurial proposals and provide feedback with technology solutions.
- Consulted on possible technology usage related to their entrepreneurial proposals.
- Networked with local small business owners and Penn State alumni to gain insight on how to be

Member, Penn State Nittany Data Lab

January 2021 – Present

Collaborated with 4-6 members to increase competencies for data visualization, predictive modeling, and business intelligence through multiple projects managed by students.

> ALL experiences must include the employer or organization, title or role, start & end month and year (or present if experience is ongoing.

successful entrepreneur.

Do NOT use resume templates - ATS cannot read for online applications

Wix.com/FBahar Pittsburgh, PA

Farah Bahar

(555) 987-6584 FJBahar55@gmail.com

Education

The Pennsylvania State University, University Park, PA

December 2024

Bachelor of Science, Cybersecurity Analytics and Operations, Law & Policy Focus

GPA 3.4

Honors: Gamma Tau Phi

• IST honor society to develop skilled and ethical leaders in information technology.

The Pennsylvania State University, University Park, PA

December 2024

Bachelor of Arts, International Politics

Including a description of your honors, awards, and scholarships

will add more value to the employer.

GPA 3.4

If you have multiple degrees you need to list the University

<u>Skills</u>

Python, R, Data Analytics, Web Hacking Analytics, HTML, CSS, Java Script

Work Experience

Penn State Red Cell Analytics Lab, University Park, PA

January 2023 - Present

Member

twice.

- Collaborate with a team of 3 to plan and defend against theoretical cyber, terror, and biological threats
- Structure analytic techniques by utilizing critical thinking to develop threat solutions to brief decision makers
- Present weekly intelligence briefings to enhance analytical and public speaking skills

Penn State IT Service Desk, University Park, PA

January 2022 - Present

IT Consultant

- Analyze customer's technology issues with software or hardware to identify solutions
- Collaborate 30-40 students and faculty per week in a timely manner to create a positive experience and boost efficiency
- Manage student accounts to resolve issues with reset passwords and resolve two-factor authentication

Hack PSU, University Park, PA

November - November 2022

Team Leader

- Partnered with IST students in 24-hour hackathon to develop coding skills using JavaScript and Python to solve hacking challenges
- Lead a team to create a database using R allowing students to rate and evaluate their college's accessibility in the classroom and on campus

IST Consulting Group, University Park, PA

September 2021 – Present

Cybersecurity Team Member

- Develop educational materials to enhance IT and cybersecurity operations for companies
- Network with professional consultants to learn about the industry

Student Activitites

PSU Introduction to International Politics, Learning Assistant
Penn State International Student Council, Treasurer
Penn State Club Soccer, Co-Captain

January – May 2021 January – December 2020 September 2019 – April 2020

Listing Student Organizations can be a great way to include experiences outside the classroom that are less relevant to your career interest but still add value through soft skills.

If your GPA is 3.0 or above (or close to 3.0) include it on your resume. You can also include your major (required courses) GPA, if higher than 3.0 to show your knowledge in your major

Linkedin.com/Kingston Philadelphia, PA

Kingston Brown

(267) 555-9959 ksb512@psu.edu

University Park, PA

EDUCATION

B.S., Enterprise Technology Integration

Pennsylvania State University

Minor in Information Sciences and Technology

August 2024 Major GPA 3.2/CGPA 2.95

- Smeal Fundamental Business Certificate
- Relevant Courses: Financial and Managerial Accounting for decision making, IT Project Management, Enterprise Analytics, Database Management & Administration

SKILLS

List the course names not abbreviations or course numbers

Cloud Computing, SQL, HTML, JavaScript, Conversational in Chinese

WORK EXPERIENCE

KPMG Innovation & Collaboration Challenge

October 2023 - October 2023

Team Member

- Worked with a team of PSU students from a variety of majors to develop a business and technology solution to a real-life scenario.
- Presented proposed solution to the KPMG leadership team and over 50 PSU students and resulted in being awarded 3rd place out of 25 teams.

CACI, INC June – August 2023

Business Systems Analyst Intern

- Worked with a team to increase understanding on how to resolve software issues and resolve customer complaints by analyzing customer feedback data.
- Collaborated on application designs and provided assistance with obstacles that occurred during development.
- Assisted the Help Desk by interfaced daily with end user community via phone and email and increase customer response rate by 5%.

PSU Alpha Delta Pi

October 2022 - Present

Educational Programmer

- Plan monthly educational and professional development programs for 20-30 brothers.
- Volunteer in the community to contribute to helping non-profits meet fundraising goals through 12 different organizations.

IST Benefiting THON

September 2022 - Present

Representative to THON

- Attend bi-weekly meetings for THON to update organization on funding efforts
- Participate in funding events to raise \$12,000 for pediatric cancer research.

Penn State Blue & White Society

January 2021 - Present

Member

Collaborate with members to assist with the Spring clothing drive to collect over 200 pieces of clothing to help support students with financial needs.

First Year Student Examples.

High school experiences and education should be removed from your resume after your 2nd year of college

Michael G. Colin

Jts1005@psu.edu

570-999-3335

Lewisburg, PA

EDUCATION:

The Pennsylvania State University Division of Undergraduate Studies

University Park, PA Expected May 2026

(Intended B.S.: Information Sciences & Technology)

GPA: 3.0

Courses can show employers what technical foundation you have as you build up your experiences through projects, internships, and student organizations

Current Relevant Courses:

- Introduction to IST Organization of Data
- Networking and Telecommunications

Lewisburg Area High School

Graduated with honors

June 2022 Weighted GPA 4.2/4.0

EXPERIENCE:

Part-time employment can

show employers the soft skills (communication,

management, problem-

obtained that can benefit

customer services, teamwork,time

solving) you have

them.

McDonalds, Cashier/Line Leader

June 2022 - Present

- Supervised front-line operations and reported directly to the manager.
- Assisted with training 8 new employees on policies and procedures.
- Developed system for monitoring inventory; decreased inventory time by 50%
- Work 8-10 hours a week during the school year and 20 hours during summers.

American Eagle, Sales Associate

September 2021 - June 2022

- Promoted from stock person to cashier after only one month
- Arranged displays to be pleasing to the eye
- Utilized customer services and communication skills to increase sales to earn the top sales associate 3 times.
- Sold clothes to a wide clientele, from business executives to teenagers

AWARDS:

Girl Scouts

May 2021

Earned Golden Arrow Award, the highest badge of achievement

Lewisburg Area High School

June 2019 - June 2022

Honor Society

ADDITIONAL **EXPERIENCE:**

Women in IST (WIST), Member Penn State THON, Member Helping Hands Food Pantry, Volunteer

Lewisburg HS Varsity Soccer, Captain Toys for Tots Toy Collection, Volunteer

September 2022 - Present September 2022 - Present October 2021 - January 2022 August 2021 - December 2022 October 2019 - December 2021

EMILIA LOPEZ

XYZ123@psu.edu • (123) 456-7891 • www.LinkedIn.com/emilialopez

EDUCATION

The Pennsylvania State University

B.S. Information Sciences and Technology, focus in Design and Development Minor in Supply Chain and Business and Liberal Arts

May 2024

University Park, PA

- Cum GPA 2.95
- Dean's List 2/4 Semesters

Use Bachelor of Science or B.S. instead of major. The location should always be University Park, PA not State College.

SKILLS

- Java, SQL, Photoshop, CS5, and Dreamweaver
- Microsoft Serer, Linux
- Native in Spanish, Fluent in English

RELEVANT EXPERIENCE

West Monroe Partners

New York, NY

Enterprise Technology Consulting Intern

June – August 2023

- Collaborated on a full lifecycle project from design, implementation, and rollout
- Communicated with clients to help identify and solve technology problems by analyzing existing systems and processes.

 If your experience was remote

Otis Elevator Company

Team Member

Information/Digital Technology Intern

If your experience was remote list Virtual or Remote in the location section.

_____> Virtual June − August 2022

- Developed knowledge in engineering and sales while software development team
- Collaborated with stakeholders to develop business process improvements recommendations
- Analyzed operations of passengers traffic and equipment sensors to implement strategies
- Created solutions to support cyber security product management

PROJECT WORK EXPERIENCE

Penn State Student Government: Pollock Hall Residence Association (PHRA) University Park, PA Webmaster

January 2023 – Present

Managed, completed, and re-launched the PHRA website

Penn State Data Management Class (Organization data)

University Park, PA

September – December 2023

- Designed relational schema based on a local bike shop's system (with consent)
- Populated data and created a database utilizing SQL
- Wrote queries for different scenarios based on given prompts and presented final product

Include ePortfolio to demonstrate your technical skills

Github.com/TMartin

Taylor Martin

(She, Her, Hers)

tym2234@psu.edu

(814) 867 – 5309

Education

The Pennsylvania State University

University Park, Pennsylvania

B.S. Human-Centered Design and Development, Informatics Focus

May 2025

- Minor in Sociology
- Relevant Course: Application Development Design, Human-Centered Design for Mobile Computing, Engineering of Complex Software Systems, Programming for the Web

Rochester Institute of Technology (Study Abroad)

Dubrovnik, Croatia

B.S. Human-Centered Design and Development, Informatics

Jan. - May 2023

• Completed 12 course in prerequisite for HCDD major, leadership, and communication.

Skills

HTML

CSS

JavaScript

Object-Oriented Design

Work Experience

President

University Park, Pennsylvania

PSU Women, International, Racial, Ethic & Diverse Intercultural Network

Jan. 2022 – Present

 Lead an executive team of 8 and 20 student members of WIREDIN to implement professional development and networking opportunities for underrepresented students in STEM

Teaching Assistant

University Park, Pennsylvania

Penn State College of IST, Application Development Design

Sept. – Dec. 2022

- Co-presented study sessions before each exam for 10-50 students
- Assisted professor with grading exams, projects, and essays for 100 students

Undergraduate Research Intern (REU)

Ann Arbor, Michigan

University of Michigan

June – Aug. 2022

- Supervised by and collaborated with Dr. Angela Hall on research and publication on the development of virtual reality (VR) for industrial production and training
- Utilized learned unity, game engine, and SolidWorks
- Developed proposal and obtained funding from the National Science Foundation

Research Intern

University Park, Pennsylvania

Penn State Center for Human-Computer Interaction

Sept. 2021 – April 2022

- Selected for the First-Year Undergraduate Research Internship (FURP) out of 200 applicants
- Mentored by Dr. Caroll to identify how people collectively and individually use IT to solve problems and learn information

Research or T.A/L.A positions can be a great way to gain experience outside the classroom. Research could count for the IST 495 requirement.

Military/Adult Learner Example

G.I JOSEPH

(248) 989-3254 | Gijoseph592@gmail.com

Summary

Served in the Army reserves for 8 years in Information Technology. Deployed in 2018 in Iraq before completing my Bachelor of Science degree online to continue my career in Information Technology and Security after my honorable discharge from the Army in 2021.

Education

The Pennsylvania State University

May 2027

Master of Science, Informatic

GPA: 3.65

The Pennsylvania State University

Bachelor of Science, Information Sciences and Technology, Focus in Integration and Application

May 2025

GPA: 3.65

Certifications

NSA Certification, The Pennsylvania State University, May 2025 Top Secret Clearance, U.S. Army, May 2015 – June 2024

Skills

C++, Python, Java Script, SQL, Java FX/FXML, Agile

Professional Experience

Penn State IT Project Management

Team Lead January – April 2023

- Designed and developed an online loan processing application using MVC, UML, and Agile.
- Applied inheritance and polymorphism, Junit testing, and java collection framework.
- Lead a team to design object -oriented application using Java FX/FXML

U.S. Army Reserves

Information Technology Specialist

May 2015 - December 2021

- Maintain computer systems and network administration
- Troubleshoot technical issues on military computer systems
- Maintain highly sensitive information from potential security threats
- Obtained Top Secret Clearance
- Utilized technical skills and aptitude for programming and computer languages such as Python
- Deployed to Iraq from 2018-2019

Activities

Penn State World Campus Military Organization

Member

September 2023 - Present

- Collaborated with other active members and veterans to build community and address issues facing military personal in higher education
- Participated in professional development workshops to improve knowledge and skills in the job search process to increase chance for employment
- Networked with private companies and Government agencies through virtual events to build connections that lead to employment

Awards

- Army Service Ribbon, Septmeber 2019
- Armed Forces Service Medal, September 2019
- Global War on Terrorism Medal, May 2023
- Good Conduct Medal, May 2023

Jin Kim

Jxk5684@psu.edu (814) 865-4509

https://www.linkedin.com/in/jinkim/

EDUCATION

The Pennsylvania State University, University Park, PA

May 2024

Bachelor of Science, Security and Risk Analysis: Intelligence Analysis and Modeling

Dean's List 2/4 Semesters

Major GPA 3.6/ Cum GPA 3.3

SKILLS

ArcGIS,

Tableau Software,

R Studio,

SQL,

Analyst's Notebook

INTERNSHIP EXPERIENCE National Security and Intelligence Agency (NSA)

Fairfax, VA

Intern

May – August 2023 Attended national security seminars lead by intelligence community representatives

- Enhanced understanding of the intelligence security industry through various projects
- Engaged in discussions about future security trends, strategic deterrence, and various government agencies

Fairfax County Public Schools

Fairfax, VA

Technology Support Services Intern

May – August 2022

- Aided in changing the of the BIOS and imaging of over 2,500 laptops in preparation for One-to-One program
- Managed a team of 4 high school students and delegated tasks related to technology support
- Utilized customer services, provided technology repair, developed plans of action, and implemented solutions

ACTIVITITES

PSU Information Sciences and Technology (IST) Diplomats

University Park, PA

Chair of Executive Board

September 2023 - Present

- Collaborated with an executive board of 8 and 2 staff advisers to plan professional development programs for ambassadors
- Developed a mentorship program with recent alumni and upperclassmen to help support younger students with making career and academic decision

When you have multiple positions with the same employer you

need to create a new experience for each role.

≥ PSU Information Sciences and Technology (IST) Diplomats

University Park, PA September 2022 - May 2023

Diplomat

Presented to 100+ prospective IST accepted students at New Student Orientation and 10 other campus events

Penn State FOTO Special Interest Organization

University Park, PA September 2022 - Present

THON 2023 Dancer/ Active Member

Created new relationships between new members and executive board members to build a productive team to raise \$10,000 towards pediatric cancer research

- Promoted 8 fundraising events and celebrations for FOTO and Penn State Dance MaraTHON
- Communicated with restaurant owners and store managers to facilitate fundraising events such as bake sales and donations box placement

Federal Government Example Can be multiple pages

Farah Bahar

(555) 987-6584

1234 Steelers Ave. Pittsburgh, PA 45858

FJBahar55@gmail.com

Education

The Pennsylvania State University

December 2024

Bachelor of Science, Cybersecurity Analytics and Operations, Law & Policy Focus

GPA 3.6

Relevant Course: Threats of Terrorism and Crime, Decision Theory and Analysis, Cyber Incident Handling and Response, Computer and Cyber Forensics

The Pennsylvania State University, University Park, PA

December 2024

Bachelor of Arts, International Politics

GPA 3.6

Skills

Python, R, Data Analytics, Web Hacking Analytics, HTML, CSS, Java Script

Work Experience

Penn State IT Service Desk, University Park, PA

January 2022 – Present

10-12 Hours a week, \$12 an hour

Supervisor: Michael Hill

IT Consultant

- Analyzed customer's technology issues with software or hardware to identify solutions
- Collaborated 30-40 students and faculty per week in a timely manner to create a positive experience and boost efficiency
- Managed student accounts to resolve issues with reset passwords and resolve two-factor authentication

Olive Garden, State College, PA

May 2021 – August 2021

Host

20 hours a week, \$10 an hour

Supervisor: Jennifer Rodriguez

- Provided excellent customer service skills by welcoming guest in a professional and positive manner.
- Utilized problem solving skills by promptly resolving guest concerns and issues.
- Worked closely with serves

Activities

PSU Red Cell Analytics Lab

January 2023 – Present

Member

- Collaborated with a team to plan and defend against theoretical cyber, terror, and biological threats
- Structured analytic techniques by utilizing critical thinking to develop threat solutions to brief decision makers
- Presented weekly intelligence briefings to enhance analytical and public speaking skills

Hack PSU November - November 2022

Team Leader

- Partnered with IST students in 24-hour hackathon to develop coding skills using JavaScript and Python to solve hacking challenges
- Lead a team to create a database using R allowing students to rate and evaluate their college's accessibility in the classroom and on campus

PSU IST Consulting Group

September 2021 – Present

Cybersecurity Team Member

- Develop educational materials to enhance IT and cybersecurity operations for companies
- Network with professional consultants to learn about the industry

HONORS

Gamma Tau Phi

August 2022 - Present

Member

- IST honor society to develop skilled and ethical leaders in information technology.
- Achieved a GPA of above 3.5 for multiple semester and continue to maintain a high academic status.

Federal resume require additional information and has no page limits. Some additional optional sections: Awards, Leadership, Trainings, References, Affiliations, and Publications