Thomas Beasley

ENTRY-LEVEL RESUME

(206) 555-1234 | 3665 McLaughlin Street, Seattle, WA 98039 | your-name@email.com

Summary

Passionate Technology Assistant skilled at troubleshooting and repairing digital devices. Excellent people skills from managing the tech support desk at Seattle Community Center. Looking to secure an entry-level position in retail where I can utilize my strong customer service skills and technical knowledge to enhance the customer experience and contribute positively to the team at [Company Name].

Education

**Bachelor’s Degree in Business Administration |** Spokane University

May 20XX | Spokane, WA

**GPA:** 3.7/4.0

**Relevant Coursework:** Implementation of Contemporary Business Practices

**Dissertation Title:** Federal & State Business Law & Regulations, Introduction to HR Theory & Practices, Company

Diversity and Inclusion, Introduction to Employer Contract Law

Relevant Experience

**Volunteer Technology Assistant |** Seattle Community Center

Feb 20XX – Present | Seattle, WA

* Set up and repair technology devices for community members
* Manage service queues, ensuring community members receive timely updates on service status
* Engage with diverse clients to understand technology issues
* Document detailed notes and estimate completion times

Key Skills

* Customer service
* Team collaboration
* Troubleshooting
* Multitasking
* Organizing and scheduling
* Time management
* Verbal communication

Hobbies & Interests

* **Coding:** Recently completed a Python bootcamp
* **Digital art:** Create unique illustrations using Adobe Fresco
* **Soccer:** Play for a local team

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Good luck on the job hunt.

Shape

Description automatically generated with medium confidenceBest regards,

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