**Thomas Beasley Entry-Level Resume**

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

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Description automatically generated**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].

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Description automatically generated**Education**

May 20XX Bachelor’s Degree in Business Administration

Spokane University ｜ 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**

May 20XX Volunteer Technology Assistant

Seattle Community Center ｜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 ● ● ● ● ● ● ● ● ● ●

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Description automatically generated**Hobbies and 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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