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**

May 20XX – Present ⟼ **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**

Feb 20XX – Present ⟼ **Volunteer Technology Assistant**

Seattle Community Center | Spokane, 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
* Collaborate closely with team members to maintain workflow and enhance service delivery

**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.

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Description automatically generated with medium confidenceBest regards,

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