Your Name

City, State Abbreviation Zip Code | (123) 456-7890 | email@example.com | LinkedIn | Portfolio

Profile

- Ambitious, recent multi-disciplinary college graduate with degrees in business administration and computer science. Proven performer with experience as a junior software developer at Microsoft, with success in significantly lowering software bugs by 25%, and as a business administration intern at Johnson & Johnson, focused on lowering operational costs by 10%. Dedicated to continuous learning, networking, and professional development.

Education

- Bachelor of Arts (B.A.) Business Administration | BOSTON COLLEGE, Boston, MA | August 2020 - June 2022
- Bachelor of Science (B.S.) Computer Science | BUNKER HILL COMMUNITY COLLEGE, Boston, MA | August 2017 - May 2020

Certifications

- Certified Governance of Enterprise Information Technology (CGEIT), Information Systems Audit and Control Association, 2021
- Project Management Professional (PMP), Project Management Institute, 2023

Key Skills

- Complex problem-solving
- Information systems
- Operational strategy
- Project management
- Software development, maintenance, and troubleshooting
- Technology auditing

Professional Experience

JUNIOR SOFTWARE DEVELOPER | MICROSOFT, REDMOND, WA | JUNE 2021 - PRESENT

- Contributes to software development, maintenance, and troubleshooting tasks on client software applications
- Collaborates with multidisciplinary team to design user-friendly interfaces by applying the latest web development strategies
- Reduced bugs in software by 25% within the first few months of joining the team, resulting in a more seamless UX and improving customer satisfaction ratings by 32%

BUSINESS ADMINISTRATION INTERN | JOHNSON & JOHNSON, NEW BRUNSWICK, NJ | JUNE 2019 - MAY 2020

- Assisted team leads in preparing quarterly business performance reviews and updating company databases, improving operational efficiency by 15%
- Actively participated in the corporate decision-making process, suggesting cost reduction strategies that helped save the company 10% in operational costs during nine months
- Managed scheduling for team meetings and events, improving interdepartmental communications