

Paul Knight

paulknight@mga.edu

111 Orange Lane ♦ Macon, GA 31088 ♦ (478) 123-1234

OBJECTIVE	Obtain internship position in summer 2019 using skills and passion in Information Technology		
ABILITIES	<ul style="list-style-type: none">• Training, scheduling and supervising others• Responsible and team-oriented• Exposure to project management• Recorded inventory, reconciled deposits, and processed payroll		
EDUCATION	Middle Georgia State University Bachelor of Information Technology		Expected, Dec. 2019 GPA: 3.4/4.0; Deans List
<i>Courses</i>	Windows Systems Administration Database Network Security Incident Resp. and Cont. Planning	Linux Systems Administration Elementary Statistics Ethical Hacking Legal and Ethical Issues	
WORK EXPERIENCE	GEORGIA CONSULTANTS	Bonaire, GA	Jan. 2018 - Present
	<ul style="list-style-type: none">• Managed client computers and servers• Resolve tier-1 tickets• Communicate and consult with clients to fit their needs• Performed tasks and duties on-site and remotely		
	HOUSTON SUPPLY	Bonaire, GA	Dec. 2016-Jan. 2018
	Sales, Delivery, Inventory		
	<ul style="list-style-type: none">• Managed warehouse inventory, stocked/organized incoming product• Develop relationships with clients and customers, made suggestions and sales on products• Operate forklift for incoming freights and drove box truck for deliveries		
	CHICK-FIL-A	Warner Robins, GA	Mar. 2015-Dec.2016
	Supervisor (Assistant Director of Quality), Trainer, Cook		
	<ul style="list-style-type: none">• Supervised shifts and managed day to day operations• Trained new employees• Developed unparalleled customer service responsibilities and experience• Received educational scholarship of personal commitment		
VOLUNTEER SERVICE	Harvest Church production team volunteer		Jan. 2016-Present