
William White

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Objective

Seeking to obtain a career within a customer- oriented organization allowing me to make great use of my knowledge and exceptional leadership skills.

**Employment
Experience**

ABC Inc, Any Town, NY

Computer Instructor/Senior Computer Lab Assistant

August 2005 – Present

- Oversee 3 active computer labs in multiple facilities.
- Arrange schedules for support classes.
- Report to I.T. any malfunctions in labs.
- Supervise computer lab assistants.
- Conduct all training and scheduling of all lab assistants.
- Evaluate performance of lab assistants.
- Enter payroll data.
- Teach computer skills in Microsoft Office Suite-classes average 8-12 students.
- Maintain a daily record of computer lab usage and performed daily maintenance on all workstations.
- Teach Basic Computer Principles to new clients.

XYZ Corp, Any Town, NY

Computer Software Instructor

June 2008 – August 2008

- Developed curriculum, assemble training materials, and college level student lesson plans.
- Attended national trade's shows/community events driving new student enrollment.
- Proven ability to lecture, motivate, and teach a diverse student body of working professionals.

BCD Inc, Any Town, NY

Instructor - Computer Systems Specialist and Technology Programs June 2005 – August 2007

- Providing lectures, assistance in computer labs, personal experience, and leadership by example.
- Developing lesson plans, student materials, and labs. Administering hands on projects and labs relating to various computer hardware, operating systems, software applications, problem solving, networking, and the internet.
- Effectively communicate and interact with all students and faculty to provide both an effective and fun educational environment.
- Yearly reviews have all met or exceeded organizational expectations, which have high standards for expected performance.

Education

Pennsylvania State University, University Park, PA
Bachelor of Science in Information Technology May 2004
Overall GPA: 3.75

University of California, Davis, CA
Associate of Arts Degree in Accounting May 2002
Overall GPA: 3.75