



7.0.2 Chronological Resume Example

MARIA GARCIA

228 Excalibur Lane. Round Rock. TX • 512-555-2222 • mariagarcia2788@gmail.com

Career Objective

To provide effective and engaging computer training for adults.

Professional Summary

Compassionate and caring instructor with a goal of providing effective and engaging computer training for adults. Detailed and organized with materials and processes while innovate and creative in the instructional process.

Work Experience

2009-Present Waterloo Industries Round Rock, TX

Technology Trainer

- Trained over 80 staff on Microsoft Office applications
- Modified and created training curricula to target company needs
- Served as Help Desk support for Microsoft Office applications

2007-2009 Entley ISD Entley, TX

Technology Teacher Aide

- Assisted teacher with computer skills classes in secondary settings (6-12th grade)
- Worked one on one with students as necessary

Education

2011-2015 Austin Community College Austin, TX
AAS in Office Administration

Other Skills/Experience

- Certified Microsoft Office Instructor
- Bilingual English and Spanish