

# Holiday B. Carol

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## EDUCATION

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**Clarion University of Pennsylvania**, Clarion, PA

Bachelor of Science, May 20xx

Major: **Computer Science**

Minor: **Mathematics**

GPA: 3.9/4.0

## COMPUTER SKILLS

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- **Languages:** C++, Intel Assembly, Visual Basic, ML, minimal HTML
- **Operating Systems:** Windows 95, Windows 98, Windows ME, Linux
- **Software:** Microsoft Excel, Microsoft Access, Microsoft FrontPage, Microsoft Internet Explorer, Microsoft Image Composer

## WORK EXPERIENCE

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**Algebra Assistant**, Department of Mathematics, Clarion University, Clarion, PA

August 20xx-May 20xx

- Assisted professor with tasks upon request

**Student Assistant**, Career Services Center, Clarion University, Clarion, PA

May 20xx-May 20xx

- Developed and maintained an extensive web site, including creating an Employer Directory for Clarion University's Teacher Recruiting Fair, formatting to enhance readability, and proofreading to ensure accuracy
- Assisted students with career-related concerns
- Performed clerical duties

**Faculty Assistant**, Department of Computer Information Science, Clarion University, Clarion, PA

July-August 20xx

- Examined student homework and exams for accuracy and completeness
- Maintained records of student grades and attendance

## HONORS AND AWARDS

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- George Lewis Scholarship for Computer Science, 20xx-20xx
- Foundation Leadership Scholarship, 20xx-20xx
- Dean's List, 3 semesters
- The National Dean's List, 20xx

## PROFESSIONAL DEVELOPMENT

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- Association of Computing Machinery, Spring 20xx-Present
- FrontPage Workshop, Clarion University, Fall 20xx