JOANNA POTTER

IT INTERN

EXECUTIVE SUMMARY

Dedicated professional with over 3 years of experience in IT management.

SKILL SET & EXPERTISE

- Python
- SDLC
- Kaseya IT Management
- ADP Payroll systems
- Athena EMR
- HTML, CSS, Javascript

CONTACT INFORMATION:

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543 Beach Way St., New York, NY, USA 18767

CAREER HISTORY

IT Intern
FUSCHIA FEDORA, INC. | JULY 2016-JUNE 2017

- Diagnosed PC/Laptop
- Performed hands-on fixes at the desktop level
- Assisted in developing presentation materials for the management team

IT Intern
MESSY MUSTACHE CO. | JUNE 2017-FEBRUARY 2019

- Prepared new laptops and upgraded from legacy Windows systems to Windows 10.
- Maintained regular and close contacts with all users
- Assisted in hardware roll-outs

ACADEMIC BACKGROUND

University of Denka
BA IN COMPUTER SCIENCE | JUNE 2010

- Graduated with honors (GPA: 3.76)
- ITCom Queen, 2009
- Student Council Vice President, 2010
- Member, Junior IT of Denka

Royal School of IT
CERTIFICATE IN PYTHON DEVELOPMENT | JULY 2012

- Short course in Python
- Included on-the-job training with 3 partner companies
- Completed coursework ahead of schedule