

CHARLOTTE HARRIS

It Intern

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PROFESSIONAL SUMMARY

Aspiring IT Intern with 2 years of hands-on experience in IT support and project collaboration. Proficient in web development, software training, and data management, eager to leverage technical skills and a passion for technology. Committed to continuous learning and contributing to team success in a dynamic IT environment.

WORK EXPERIENCE

It Intern

Maple Leaf Consulting

📅 Apr / 2024-Ongoing

📍 Toronto, ON

- 1. Collaborated with a team to design and develop a hospital webpage under tight deadlines.
- 2. Contributed to the creation of a scheduling program, improving patient appointment management.
- 3. Presented project updates to management, ensuring alignment with organizational goals.
- 4. Trained hospital staff on newly implemented software, enhancing user adoption.
- 5. Independently researched web development techniques to improve project outcomes.
- 6. Managed the inventory and setup of new computer shipments, ensuring timely deployment.
- 7. Facilitated data transfers between departments to improve operational efficiency.

IT Intern

Crescent Moon Design

📅 Apr / 2023-Apr / 2024

📍 Portland, OR

- 1. Assisted in relocating employee workstations to optimize departmental layouts.
- 2. Supported the SAP migration project by installing software and troubleshooting issues.
- 3. Ensured printer functionality by managing ink cartridge replacements and maintenance schedules.
- 4. Conducted a carbon footprint analysis for the IT department, proposing efficiency improvements.
- 5. Evaluated workstation energy consumption to recommend cost-saving measures.
- 6. Provided technical support to employees, resolving hardware and software issues.

EDUCATION

Bachelor of Science in Information Technology

University of California

📅 Apr / 2022-Apr / 2023

📍 Denver, CO

Focused on IT systems management, software development, and networking principles.

SKILLS



ACHIEVEMENTS

- 🌟 Successfully developed a scheduling program for a hospital, enhancing operational efficiency.
- 🌟 Conducted training sessions for staff on new software, resulting in a 30% increase in productivity.
- 🌟 Led a project to upgrade the hospital's website, meeting tight deadlines and improving user engagement.