**Jordan E. Philp**

9041 Contee Rd. Apt. 201

Laurel, MD 20708

301-921-5341

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**Objective**

A determined and hardworking individual pursuing a position to utilize my computer/customer service skills and to further my personal development as a professional in Cisco Networking and as an employee.

**Education**

Calabar High School 2012-2014

 St. Andrew, Jamaica

 **GPA: 3.5**

Laurel High School 2014-Present

 Laurel, Maryland

 **GPA: 3.9**
 Enrolled in the Cisco Academy

(Striving for CCNA certification)

**Awards/Honors**

 Excellence in English Literature 2012-2014

 Recognition of Service to Calabar High School

 General Excellence Award

Honor Roll (First Quarter) GPA: 4.0 2014-2015

 Honor Roll (Second Quarter) GPA: 3.9

 Honor Roll (Third Quarter) GPA 3.9

 (Fourth Quarter) Cumulative GPA 3.7

 Honor Roll (First Quarter) GPA 3.8 2015-2016

**Activities**

Varsity Soccer 2014-Present

 Recreational Basketball

 Caribbean Club Member

 Member of IT Club at Laurel HS

 Assist the IT technician at Laurel HS in repairing PCs and troubleshooting problems

**Experience/Skills**

Cashier/Donut-maker (Cin City Donuts) April 2015-November 2015

 Student –House Project in Clinton, MD

 Constructed ethernet cables to wire a brand new home built by students

 Install and configure CISCO routers & switches

 Use CISCO Packet Tracer software to construct and troubleshoot LANs & WANs

 Expect to receive CCENT certification in June 2016, CCNA certification in May 2017

 Excellent in MS Word, PowerPoint, Excel, Publisher, and Outlook

 Able to type 60+ words per minute

 Ability to perform tasks in fast-paced environment

**References**

Available upon request.