

# Kytah Y. Banks

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## Career Objective:

To obtain an entry-level position in the information technology field

## Education:

**ITT Technical Institute** – Kennesaw, MD Expected graduation: 12/2007  
Associate in Specialized Technology Degree  
Information Technology – Computer Network Systems  
National Technical Honor Society  
GPA: 3.3

**North Carolina Agricultural & Technological State University** 1997  
Computer Science classes

## Work Experience:

**Children's World Learning Center** – Fort George G. Mead, MD 11/2005 – 02/2007  
**Lead Teacher**

- \$ Assisted with coordinating daily lesson plans
- \$ Expedited school supplies
- \$ Provided a positive, sensitive, and rewarding environment for children
- \$ Shared information about the daily activities with parents

**Circuit City** – Hanover, MD 11/2005 – 02/2007  
**Warehouse Associate**

- \$ Responsible for accepting weekly deliveries and updating inventory numbers
- \$ Organized merchandise in the warehouse and restocked the sales area
- \$ Assisted customers with loading oversized purchases into their vehicles
- \$ Evaluated and gathered internet orders quickly per customer service guarantee

**Royal Transport** – High Point, NC 08/1999 – 11/ 2004  
**Lead Driver**

- \$ Trained new drivers how to unload furniture, legally filling out the Driver's Daily Log Record books and read Bills of Lading
- \$ Visually inspected shipments for quality control
- \$ Supervised scheduled delivery changes and organized delivery times
- \$ Maintained friendly customer service with patrons of Furnitureland South furniture company

**Furnitureland South** – High Point, NC 08/1997 – 08/ 1999  
**Check-In Inspector**

- Collected Bill of Lading documents that detailed damaged or defective products
- Visually inspected returned merchandise
- Devised repair or replacement measures
- Filled out repair orders and enter repair information into the company's database.

## Special Skills:

Commercial Driver's License Class B Permit  
Field training in Customer Service  
90 hr. Pre-school Training Course Certificate