



# MASON WILSON

Appointed IT Assistant

✉ support@qwikresume.com

☎ (123) 456 7899

📍 Los Angeles

🌐 www.qwikresume.com

## 💡 SKILLS

Java



Python



Javascript



HTML5/CSS



SQL



## 🎯 INTERESTS

🔧 DIY Projects

✂️ Crafting

🌀 Meditation

🏛️ History

## 👊 STRENGTHS

🌿 Humility

💡 Innovation

👁️ Insightfulness

✅ Integrity

## 🗣️ LANGUAGES



English



German



French

## 🏆 ACHIEVEMENTS

🌟 Implemented a new ticketing system that improved response times by 30%.

🌟 Developed training manuals that enhanced staff onboarding and reduced training time by 25%.

## 👤 PROFESSIONAL SUMMARY

My name is Danny Lu and I'm an undergraduate at the University of Oregon, majoring in: Computer Science and Mathematics. I'm a high energy person who plans to leave every organization better than when I came into it. With someone like me you can expect a person who is eager to learn, a person who enjoys working with people, a person who strives to never be late, and a person who communicates well.

## 💼 WORK EXPERIENCE

### Appointed IT Assistant

📅 May / 2019-Ongoing

Maple Leaf Consulting

📍 Toronto, ON

1. Design and Build company Inventory reports using MS Access and Crystal Reports for purchasing and inventory analysis.
2. Sets-up new computers for staff, create user accounts, and install office applications.
3. Perform installations, repairs, and preventative maintenance on staff computers and office equipments.
4. Troubleshoot end user hardware and software issues.
5. Assist with contacting vendors and service providers.
6. Maintains and repairs HP laser and inkjet printers.
7. Windows servers, Windows [] Active Directory Install, upgrade and configures network printing, directory structures, rights, security, software and files services.

### IT Assistant

📅 May / 2015-May / 2019

Lakeside Apparel Co

📍 Chicago, IL

1. Worked directly under the Director of IT as a student worker starting in the summer of 2009.
2. Worked a lot with network equipment, a little fiber, lots of switches and configuring them, imaging computers for labs and classrooms, printer support, documenting equipment and labeling, running cable to classrooms and terminating connections.
3. We basically supported three separate buildings and anything technology related inside.
4. Was entrusted as a student with a lot of access to system critical components.
5. Had administrator access and master keys, was given a lot of responsibility and trusted.

## 🎓 EDUCATION

### Bachelor of Science in Computer Science

📅 May / 2012-May / 2015

University of Oregon

📍 Phoenix, AZ

Focused on software development, system administration, and network security.