

Personal Computer Technician

ROBERT SMITH

Phone: (123) 456 78 99
Email: info@qwikresume.com
Website: www.qwikresume.com
LinkedIn:
linkedin.com/qwikresume
Address: 1737 Marshville Road,
Alabama.

Objective

Seeking a challenging, rewarding and dynamic position as a System/Network Administrator in the Information Technology field where my technical skills, knowledge and superior work ethic can be utilized for collective corporate and client gain.

Skills

HTML5, CSS3, Javascript, JQuery, Bootstrap 3, Microsoft Office, Photoshop.

Work Experience

Personal Computer Technician

ABC Corporation - October 2006 - May 2007

- Responsible for providing hardware and software fault isolation, repairs, installation, upgrades and configuration management on Windows 2000, Windows Millennium, Windows XP systems and Windows Vista.
- Maintained hardware upgrades and provided troubleshooting and software support on network installations.
- Extended knowledge of most Windows operating systems.
- Demonstrated excellent troubleshooting abilities in a fast paced environment.
- Able to learn and master any tasks and skill.
- Maintained and updated product (hardware and software) baseline for systems Created load summary; Standard workstation build process and eliminated problems associated with varied configurations.
- Trained and or oriented all newly assigned personnel; single handedly created a master training document to guide and gauge training that helped improve overall work center knowledge.

Personal Computer Technician

Delta Corporation - 2001 - 2006

- Provide computer repair services and technical support to private residences and to local schools.
- Assisted teachers and school personnels with technical set-ups and programming for individual classes.
- Maintained accurate billings on all clients accounts for services performed.
- Top technician of company with highest amount of kits per hour, most revenue generated, and lowest error rate.
- Maintaining and repairing equipment also installation of all hardware and software systems, both new and existing Monitor the IT helpline, entering .
- This may include but not limited to laptops, desktops, software, tablets, external hard drives.
- Assemble PC Test computer circuit boards for quality assurance Quality inspection on PC before shipping to internal customers Order and expedite .

Education

BS in Interdisciplinary