

ROBERT SMITH

Information Technology Technician

Phone: (0123) 456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

To obtain a position in a company which can utilize computer, networking, printer /copier experience and allow to learn, excel and grow within a company and or Nuclear Power Industry.

CORE COMPETENCIES

File Management, Great People Skills Problem Solving, Fast Learner.

PROFESSIONAL EXPERIENCE

Information Technology Technician

ABC Corporation - December 1998 – March 2001

Key Deliverables:

- Worked in a large network environment supporting 400 employees, 5 NT Servers, 100 PCs, 102 Printers, 12 Routers, and over 200 Dumb Terminals.
- Documented, maintained and upgraded hardware and software on all NT Servers, Workstation and desktop computers.
- Performed all new installations of equipment/software and all moves of equipment.
- Routinely administrated NT Servers, creating and managing all user accounts, and establishing connectivity.
- Set up of all email and Internet accounts.
- Setup Network Installations Such as hubs, network cards, and terminating Cat 5 cabling.
- Configured and maintained PCs / printers, troubleshooting all hardware and software problems.

Information Technology Technician

ABC Corporation - 1994 – 1998

Key Deliverables:

- Perform help desk functions to all 8 branch bank employee computer and telephone users.
- Troubleshoot hardware and software problems.
- Set up and configure computer work stations and communications equipment.
- Provide excellent customer service to internal users Perform maintenance on fax machines, copiers, printers, rebuild CPUs.
- Maintain IT supply room and perform daily shipping and receiving functions.
- Perform various administrative duties..
- This is Dummy Description data, Replace with job description relevant to your current role.

EDUCATION

- Education - (South Eastern Community College - Whiteville, NC)