Poria Mahvi

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Objective

Obtain computer position utilizing I.T. experience as level 1-2 tech

Work Experience

Staminus, Irvine, CA   March 2003 - November 2016

I.T. Technician

- Troubleshoot/resolved all sorts of hardware and software issues

- Handled customer service via phone, e-mail, Zendesk/online ticket systems

- Managed Knowledge Base/FAQ

- Experienced in NOC setting, Imaging, Citrix, Jira/Confluence, Trello, Basecamp

O C Motors, Fullerton, CA   May 2010 - April 2020

Part-Time: Advertising and Sales/I.T.

- Managed/Administered computer network

- Ensured website is setup before creating ads to send to advertising companies

Education

California State University, Fullerton (CSUF)

- Bachelor of Arts, Communications. Concentration: Public Relations

Irvine Valley College

- Associate of Arts, Social/Behavioral Sciences and Liberal Studies

Skills

Fast learner. Types 78 words per minute. Microsoft Office/QuickBooks proficient.

Language Skills

Bilingual in English and Farsi