

Kosar Tran

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OBJECTIVE

Self-motivated individual, experienced customer service and aspiring IT professional looking for a position where I can utilize my skills to contribute to the successful operations of the company.

WORK EXPERIENCE

Control Sources

Mar. 2019 – Jan. 2020

Junior Technician

Baltimore, MD

- Installed and maintained building automation HVAC systems
- Assist lead technicians and software engineers with installations
- Run and terminate appropriate cables/wires for HVAC controls systems
- Test all devices and hardware for network connectivity and to ensure that all systems are working efficiently and properly
- Audit inventory and order materials used for each jobsite

Criswell Nissan

Sept. 2012 – Mar. 2019

Automotive Parts Specialist and Inventory manager

Germantown, MD

- Work with customers and educate on parts and mechanical structures to determine correct parts needed for repairs
- Acted as main point of contact for parts at the entire dealership
- Utilize standard operating procedures for opening and closing parts department such as cash counting, and calculating department costs and profits
- Audit and maintain store inventory
- Responsible for shipping and receiving parts in local district for other dealerships and wholesale vendors

CERTIFICATIONS

Microsoft Technology Associate

- Windows Operating System Fundamentals
- Security Fundamentals

Certifications in Progress:

- Compia A+

SKILLS

- Up-to-Date Knowledge of Computer Operating Systems
- Computer Hardware Systems & Components
- Computer networking and security
- Over 8 years of customer service experience & computer systems

EDUCATION

ASM Education Center

Montgomery College

Springbrook Highschool

Rockville, MD **2020**

Rockville, MD **2009**

Silver Spring, MD **2007**