

# Poria Mahvi

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## Objective

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

## Work Experience

Staminus, Irvine, CA

March 2003 - November 2016

### I.T. Technician

- Resolved incident tickets. Provided phone/e-mail customer service.
- Performed, troubleshoot, and resolved: hardware, software, OS—Windows, Windows Server, Linux—issues and installs. Installed/replaced server components and resolved their issues.
- Proficient with Jira & Confluence, project management/web conferencing/remoting tools

O C Motors, Fullerton, CA

May 2010 - April 2020

### Part-Time: Advertising

- 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 WPM. Imaging, Mac, Microsoft Office, and QuickBooks proficient.

## Language Skills

Bilingual in English and Farsi