Blake Rifkin

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WORK EXPERIENCE

Chase Medical Centre   **Feb. 2017 – Oct. 2019**
Receptionist & IT Support   *Melbourne, Victoria (Australia)*

- Welcoming old and new patients via walk-in or telephone calls.
- Scheduled/Rescheduled appointments with the use of medical scheduling software such as 'TotalMD'.
- Installing and configuring new computers to the network so employees can begin using them as quickly as possible.
- Setting up peripherals such as keyboards, routers, modems, and smart devices.
- Maintaining and repairing IT related issues that occur day to day such as network errors.
- Keeping records of network configuration, peripheral specifications, problems, and solutions.
- Responsible for receptionist area being clean, as well as doctors' rooms
- Processed bills and payments
- Faxing, Scanning, Printing, and mailing required documents
- Maintaining confidential information
- Performed backups after each workday.

PROJECTS

Information Technology Project   **Feb. 2019 – May. 2019**
Swinburne University of Technology   *Melbourne, Victoria (Australia)*

- Assigned team leader of a group of 4 people to collaborate with the client in which they wanted to migrate their old website over to another host and implement an E-commerce system
- Responsible for setting up meetings with client and supervisor at least once a week, meeting deadlines, and keeping the project on task.
- Created a WordPress account and installed E-commerce.
- Designed and created the 'Home' page and worked with the team to create other content such as which images to implement.
- When the project had concluded, we had a 15-minute presentation in front of our supervisor and client about what work we had completed in detail along with a report and an instruction manual on how to edit the website.
- Project Resulted in a 4.0 GPA and both supervisor and client where happy.
- https://stylingindividuals.com

EDUCATION

Swinburne University of Technology   **October, 2019**
Degree – Bach of Information and Communication Technology, Majors - Network Design and Security   *Melbourne, Victoria*

- Information Technology Project - 4.0 GPA
- Professional Issues in Information Technology – 3.5 GPA.

SKILLS & INTERESTS

- **Skills:** HTML, CSS, WordPress, Microsoft Office (Word, Excel, PowerPoint), Network hardening, Windows OS and hardware, Windows Server 2012 R2, Linux, Unix, Lan Networking, Cisco Router, Cisco Switches, Wireless Modems/Routers, Teamwork, Some C++, C#, and Pascal.
- **Interests:** Video games, Staying up to date with IT security trends, Music, Movies, Collecting Vinyl records, Sports (Lakers).