

Tiara Watson

Information Technology Specialist

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Professional Summary

Punctual and patient team player that recently graduated from Bates Technical College where I received hands-on experience with both computer and laptop hardware as well as Windows Powershell.

My current skills include but are not limited to: customer service, using Microsoft Office, troubleshooting, computer repair, mobile device repair, updating software, installing hardware and network cabling.

Education

Bates Technical College / Associate of Arts in Information Technology

January 2018 - June 2020, Tacoma, WA

Graduate of the Information Technology Specialist program where I learned how to troubleshoot computer hardware and software issues. In addition to this, I also learned about the different networks and computer security.

Decatur High School / 2011 - 2015, Federal Way, WA

Experience

Rover / Dog Walker / 2019- PRESENT, Federal Way, WA

- Greeted pet owners and performed intakes to go over an array of available services, outline costs and determine special needs of animals while in care
- Maintained and updated daily log of time spent with dogs for calculating payments, itemizing activities and services provided

Sherwood Assisted Living / Dietary Server / August 2016 - December 2017, Sequim, WA

- Created orders, documented special requests and followed up with kitchen personnel to foster top-quality service and minimize complaints
- Cleaned or coordinated cleaning of indoor and outdoor dining spaces, placed trash in receptacles and replenished supplies

Walmart / Fitting Room/Jewelry Associate / 2015 - 2016, Port Angeles, WA

- Worked with other sales associates to deliver excellent customer service and cut wait times at registers
- Answered incoming store calls from customers and transferred them to their desired department

Certifications & Awards

Network Cabling Specialist Copper Systems / C-Tech

Issued: January 2020 Expires: January 2025

Certified Fiber Optic Technician / Fiber Optic Association (FOA)

Issued: March 2020 Expires: March 2023

Dean's List / 2018-2019