

Jason Hoang

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Cellular Phone: (425)381-9468

Skills

Analytical Thinking
Problem Solving
Adaptability

Project Management
Team Management
Word Processing at 75 WPM

Work History

11/18 – Present

FreeDoc

19015 36th Ave W Suite A Lynnwood, WA 98036

(425)977-4222

IT Technician

- Transmute physical documents to a digital format
- Indexing Metadata and OCR the document
- Exporting the digital document to a secure repository
- Proficiency in PSImage, Laserfiche, and FileBound
- Represented clients internally and coordinated with other functions to implement client systems, complete projects, and address ongoing service needs
- Educated and updated clients on procedural, technological, compliance regulatory changes affecting workflow, technology and service
- Assist clients and staff with technical issues on Laserfiche and FileBound

06/10 – 11/18

FunRent

14700 172nd Drive S.E. #3 Monroe, WA 98272

(425)702-3700

Manager

- Solicited feedback and ensured client satisfaction
- Hired, trained, and terminated staff
- Created weekly schedules for staff
- Generated efficient delivery routes which reduced fuel consumption, vehicle maintenance and labor costs which resulted in savings of thousands each month
- Managed account payments for rendered rentals and services
- Managed on-site events dealing with any issues that arose efficiently and in a professional manner

02/08 – 09/08

Corporate Moving Systems

8950 NE 154th Avenue Redmond, WA 98052

(425)766-2762

IT Technician

- Moved and re-installed equipment on Microsoft campus
- Notated paperwork to set up based on individual client preferences
- Setup KVM switches and networks for individual and group clients
- Troubleshoot installations

Education

09/08 – 06/10

Bellevue Community College