Curriculum Vitae of Justin Calvert

**Personal Details**

Name: Justin Calvert

ID no: 961005 5082 082

Address: 24 Spreeu Way, Rocklands

Mitchells Plain, 7785

Contact Number: 0679150663

Email Address: calvertjustin1996@gmail.com

Date of Birth: 05 October 1996

Languages: English and Afrikaans

Driver’s License: Learners License

Health: Excellent

Nationality: South African

**Educational Qualifications**

High School

1. Highest Grade Past: Grade 12, NSC

Institution: Mondale High School

Year: 2014

Contact Details: Tel: 021 392 7031

Subjects: English Home Language, Geography,

Afrikaans First Additional Language,

Life Sciences, Life Orientation,

Mathematics Literacy,

Computer Applications Technology

**Tertiary Education**

**Institution**: **Torque – IT Tygervalley Campus**

Qualifications obtained: **Microsoft Word 13**

Advanced & Expert

Microsoft Excel 13 Advanced

Microsoft PowerPoint 13 Advanced

Microsoft Outlook 13 Advanced

CompTIA A+ PI & PII

Network+

1. Qualification: **Technical Support NQF Level 4**

Duration: 01 May 2015 – 30 April 2016

1. Qualification: **Systems Support NQF Level 5**

Duration: 01 May 2016 – 30 April 2017

**Work Experience**

1. Organization Datacentrix (Pty) Ltd

Site Allocation: RCS (Third Party Support)

Position: Junior Desktop Support Intern

(Managed Services)

Duration: 01 May 2016 – 31 May 2018

Contact Details: Werner De Villiers - 083 519 1608

1. Organization Datacentrix (Pty) Ltd

Site Allocation: GSK (Third Party Support)

Position: Hardware Technician

(Managed Services)

Duration: 01 June 2018 – 29 March 2019

Contact Details: Machele Boer – 071 678 8026

1. Organization Datacentrix (Pty) Ltd

Site Allocation: Barloworld (Third Party Support)

Position: I.T. Technician

(Managed Services)

Duration: 01 April 2019 – 31 January 2020

Contact Details: Jerome Lambert – 081 537 2813

**Desktop Support Role:**

* Installing and configuring computer hardware, operating systems & applications.
* Troubleshoot and support MS WIN 7
* Troubleshoot and support MS WIN 10
* Installing and administering Printer Software (Canon, FollowMe printing)
* Troubleshoot and support HP hardware i.e. laptops & PC’s
* Exposed to Printer Hardware (Toner Replacements)
* Mobile Support (Android, iOS)
* VPN Support (FortiClient, Secure Pulse)
* Active directory
* Worked on exchange server as well
* Troubleshooting networking equipment
* Installing and troubleshooting MS Office 365

**References**

1. Name: Machele Boer

Organization: GSK

Contact Details: 071 678 8026

1. Name: Werner De Villiers

Organization: RCS

Contact Details: 083 519 1608

1. Name: Mary Carelse

Organization: Torque – IT Tygervalley Campus

Contact Details: 071 890 9995