

Khoa Q. Tran

9823 Hughes Ranch Rd. Houston, Texas, 77089
(832) 340 5071 - KTran0111@gmail.com
<https://khoatranq.github.io/Website>

Education

UNIVERSITY OF HOUSTON-CLEAR LAKE

- Bachelor of Science in Computer Science

Skills & Abilities

- Problem solving and organization skills.
- Strong written and verbal communication skills.
- Detailed, persistent, patient, good attitude toward others; great work ethics.
- Experienced with generating documents, compiling reports, as well as managing files and records.
- Computer proficiencies include Microsoft Office suite
- Experienced with coding in Python, Java, Visual Basic and C++, .NET
- Proficiencies in using NetBeans, Visual Studio, GMS, Eclipse; command-line POSIX tools in Unix

Work Experience

District Technician, Pasadena Independent School District

October, 2017 – present

- Responsible for repair of computers, laptops, projectors, document cameras, and other electronic equipment used throughout the district.
- Maintain Inventory if devices issues out to students and staffs member of assign campus.
- Imaging, delivery, and installation/set up of new computers, and other equipment as needed.
- Arranging and organizing warranty repairs With HP and Dell.
- Detailed work order/repair tracking.
- Knowledgeable in Window 7, 8, and 10
- Maintain records/inventory of equipment being issued, repair, or replaced.
- HP and Dell Certified
- Managed team of three or more for projects

Teaching Assistance, UHCL

September, 2016 – June, 2017

- Performs professional and/or support duties that are related to the assigned department.
- Support Professor with class assignments and teaching duties. Assist with tutoring. Assist with lab duties.
- Assist with assignments/projects, developing programs computer applications, or other technical tasks.
- Performs other job-related duties as assigned.

Assistance Manager, HK food Market

January, 2013 – December, 2014

- Control the flow of merchandise by replenishing merchandise, making products readily available to customer

- Ensure that all merchandise is correctly priced and displayed
- Maintains the accuracy of the physical inventory.
- Communicate with suppliers about new products, returning damages and reordering.