ELIZABETH SALAKO

Meriden CT | 917-635-2015 | elizabethsalako@gmail.com
LinkedIn | Portfolio

Skills

Active Directory · Windows OS · MacOS · Troubleshoot · Software Maintenance · VMWare · Hardware Maintenance · Imaging · Deploying · Configuration · Testing · Microsoft 365 · Virtual Machine · Team Oriented · Excellent Communication · Technical Writing

Education

Associate in computer information technology| Middlesex Community College

2022 Dean's List with an average grade point of 3.9

High School Diploma | Francis T. Maloney High School

3.9 GPA

Experience

Meriden City Hall

IT Intern | 10/2022 – 12-2022

- Support the City Hall IT team and other departments with hardware and software maintenance.
- Learning to manage emails and tickets using the OSTickiet ticketing system.
- Traveled to various areas for clients to assist in installing computer monitors, configuring the software, adjusting pc settings, learning to test ethernet cables, and cable management.
- Knowledge in Imaging, configuring, and deploying PC devices.
- Knowledge in using Active Directory.
- Knowledge in supporting and maintaining video conferencing with testing and troubleshooting.
- Attend meetings and communicate effectivity.

Middlesex Community College

Tech Intern | 09/2022 – 10-2022

- Assist students, faculty, and staff with outstanding services in booking appointments and responding to emails.
- Providing my skills in using Microsoft Word, Excel, and Adobe Photoshop to make brochures and posters.
- Knowledge of experience skills in the help desk when assisting clients over the phone & emails.