
REX LIU

1 Helpmann St, Wantirna South, VIC 3152 ♦ 0466154382 ♦ liurunxiao233@gmail.com

PROFESSIONAL SUMMARY

As an aspiring IT professional, I am eager to contribute my technical expertise and passion for IT support to a dynamic and reputable organisation. With a solid foundation in troubleshooting, system administration, and client support, I am well-equipped to handle the challenges of a fast-paced IT environment. I am seeking a challenging role that will leverage my skills and knowledge, providing an opportunity for professional growth and contributing to the success of the organisation."

SKILLS

Technical Skills:

- Installing and configuring computer hardware, software, systems, networks, printers and scanners.
- Planning and undertaking scheduled maintenance upgrades.
- Repairing equipment and replacing parts.
- Managing stocks of equipment, components, consumables and other supplies.
- In-depth knowledge of hardware, switches, routers and servers.

Soft Skills:

- Excellent communication and interpersonal skills
- Strong attention to detail
- Quick learner and highly adaptable

WORKING HISTORY

IT Support, 01/2023 to current, **Yoo's Technology** – Melbourne, VIC

Key responsibilities and duties:

- Provide technical support to customers, including PC hardware and software troubleshooting
- Setup new PCs with appropriate software.
- Assist with general IT support tasks

ICT course advisor, 02/2020 to 11/2021

Navigator Education Group Pty Ltd – Hobart, TAS

Key responsibilities and duties:

- Assisting students in studying ICT courses, with a focus on web development and C# programming, at UTAS.
- Provided guidance and support to students.

EDUCATION

Google IT Support Professional Certificate, 03/2024

Master of Information Technology and Systems, 02/2019 - 12/2020

University of Tasmania - Sandy Bay

REFERENCE

Laura

Manager of Navigator Education Group Pty Ltd

Tel: 0406089788