

Temuulen Altansukh

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Objective

Looking to obtain a professional Information Technology job to be a huge asset to any company with crucial communication skills.

Technical Skills

MS Excel; troubleshooting hardware and software problems; Desk-side Support, Software Installation

Hard Skills

- Answered tech support questions over phone, email, and in person
- Provided Excellent Customer Service with IT Service Management and Customer Relationship Management
- Troubleshooting and fixing problems with computers, printers, and mobile devices
- Used MS Word, MS excel, Google Drive efficiently in professional setting

Soft Skills

- Efficient oral and written communication for good customer satisfaction
- Clarified all work with detail orientation to guarantee work quality
- Used problem solving skills to quickly dismiss troubles at work
- Managed time efficiently and Multi-task
- Introduced mind provoking questions using critical thinking skills
- Displayed collaboration skills with team to improve customer service

Work Experience

Manager Assistant, Raymond Apartments, Oakland, CA.
Server, Shimizu Sushi, Oakland, CA.

February 2011 – August 2012
August 2012- Present

Education

Year Up Student, Year Up, San Francisco, CA.

February 2015 – Present