Avery Pollard

avery.pollard@cthss.org

64 Toad ridge road

Middlefield, 06455

(860)-262-7269

Date

Contact Name, Job Title

Department Name

Company Name

Company Address

City, State Zip Code

Dear contact:

I have experience with doing tech support/maintenance for computers in High school. Going through vinal techs Information system technology program I have accumulated a lot of knowledge that a general desktop support technician would have. A lot of time was spent diagnosing issues teachers or students would have with computers.

Sincerely,

Avery Pollard

Avery Pollard

64 Toad Ridge Road, Middlefield, 06455 | (860)-262-7269 | [averypollard083x@gmail.com](mailto:averypollard083x@gmail.com)

# Objective

A position as a computer technician.

# Education

**High school diploma | Anticipated Graduation: June 2019 | Vinal tech**

Course of Study-Focus studies of computer Technology, computer programming and software application

# Skills & Abilities

* Experience using spread sheet systems like Microsoft Excel
* A good basis of HTML and CSS for the making of a website
* Extremely organized
* Great at following verbal and written instructions
* Motivated to work
* PC Repair/Troubleshooting

# Experience

**Tech support for members of Middletown Connecticut community center**

* Assisting people with laptop and tablet issues.
* Helping with general computer problems.

**Vinal Tech School wide tech support | Vinal Tech Middletown Connecticut**

* Setup and maintained workstation for student use.
* Assisting teachers with desktop issues in the classroom.
* Helping in the creation of documents