Administrative Assistant/ Project Manager Administrative Assistant/Project Manager Highly Motivated IT Specialist New Hyde Park, NY With over four years of experience who will be responsible for being on the front line leading and facilitating the identification, definition and delivery of application & hardware development solutions. Authorized to work in the US for any employer

Work Experience Administrative Assistant/ Project Manager Computech Computers Inc - Jackson Heights, NY June 2014 to Present   Helped organize files and maintain proper etiquette when greeting and adhering to clients   Engaged in business and management principles involved in strategic planning, resource allocation, and coordination of people and resources   Created staffing, budget, risk and communication plans to ensure successful project execution   Installed and maintained computer systems and network.   Assisted office staff with computer application questions. IT Manager/Consultant Fundit Lending Solutions - Lynbrook, NY January 2018 to February 2019   Maintained information technology strategies by managing staff; researching and implementing technological strategic solutions   Running regular checks on network and data security   Identifying and acting on opportunities to improve and update software and systems Developing and implementing IT policy and best practice guides for the organisation Lead Teacher Engineering for Kids - Long Island, NY December 2016 to February 2018   Taught young children electrical engineering, Lego robotics and computer programming.(Block, Scratch, Basic Java, HTML, Python)   Performed upgrades and installed updates.   Completed troubleshooting and repair when computers had problems. Education Bachelor's in Information Technology New York Institute of Technology - New York, NY September 2015 to June 2019 Skills Microsoft Office, Data Entry, Administrative Assistant, C++, Python, Javascript, HTML 5, It Project Management, It Service Management, It Service Management, Computer Hardware, Google Docs, Google Analytics, Google+, Networking, Network Management, Customer Service, Strategic Planning, Network Administration, Vmware, Firewalls, Network Security, SQL, CSS, MS Access, Comptia A+

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