

IT Assistant IT Assistant IT Assistant Merrimac, MA Extensive experience performing computer repairs and troubleshooting technical issues Experience staging and setting up multiple computers for deployment Excellent interpersonal skills and thrives working in a team to figure out problems Proficient in Microsoft Office Suite with a focus on Excel Work Experience IT Assistant Helfrich Brothers Boiler Works - Lawrence, MA July 2018 to September 2018 Completed various office filing tasks. Provided IT support for co-workers around the site. Setup AV equipment for meetings and services. Assistant to Project Manager RCG, Property Management - North Andover, MA September 2017 to June 2018 Created posters and graphic design flyers to provide information to residents. Provided tours to prospective renters and answered any inquiries about the property. Handled photographing available units to advertise on the company website. Assisted with basic IT services for staff as needed. Right Media Solutions - Salem, MA September 2016 to 2017 Handled troubleshooting Windows and Chrome systems for in-house hardware issues. Communicated via phone to troubleshoot and install new Chrome and Windows systems. Became familiar with using Google Admin, Scala Enterprise and LogMeIn to troubleshoot out in the field. Prepared and staged Windows and Chrome systems to be sent onsite. Education Bachelor of Science in Computer Engineering in Computer Engineering University of Massachusetts Lowell - Lowell, MA May 2021 Associate of Science in Computer Engineering in Computer Engineering Northern Essex Community College - Haverhill, MA September 2019 Skills Matlab, Circuits, Multimeter, Oscilloscope, AC/DC Circuits, Osha 10 Hour, Familiar with Autocad, Computer Hardware

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