

Jr. Technician/ Systems Administrator Jr. Technician/Systems Administrator IT
Technician/Front-End Web Developer Remington, VA Proficient in
HTML/CSS/JavaScript/React/Python, and currently learning Angular Proficient in Engineering
Robotics through robotics competitions, clubs (President), and hobbies. Experienced with software
testing--any IT, medical, or gaming software. Microsoft Office Certifications (Word, Excel,
Powerpoint) Technical Customer Service Specialist with the capacity to quickly learn, and
synthesize new networking technologies Experienced junior technologist committed to
maintaining cutting edge technical skills and up-to-date industry knowledge Administrative
professional offering excellent communication and computer skills Meets deadlines and works with
a high level of multicultural awareness and adaptability Enthusiastic and well-organized with a
solid background in data entry (2 years), schedule management, and event planning
Detail-oriented and driven, professional with expertise in solving standard computer technology
issues, problem-solving, and managing daily office functions Hard-working, multi-tasker with
telephone, scheduling, and documentation skills Highly organized and meticulous Administrative
Assistant with experience in corporate office settings Experienced with software testing--any
business or gaming software. Work Experience Jr. Technician/ Systems Administrator MJJ
Consulting - Reston, VA April 2016 to January 2019 Worked directly with supervisors, corporate
clients, technicians, and other varied clients to achieve resolution of customer issues
Managed/configured Linux systems Analyzed departmental documents for appropriate distribution
and filing, e. g., accounts payable and receivable, general mail, client contracts, and other general
office paperwork Researched and purchased required hardware and software needed for firm and
clients, made recommendations on purchases Set up PC and Apple desktops, laptops, and all
types of mobile devices Built and provided basic end-user troubleshooting and desktop support on
Windows systems Maintained computer and physical filing systems Received, screened, and
routed incoming calls Provided complete meeting support, including preparing materials, and
taking notes Intern Lina Mid-Atlantic Region - Reston, VA January 2015 to May 2015 Internship at
local labor union to assist management with information technology tasks, technical procedures,

and standards Managed office supplies, vendors, organization, and upkeep Directed guests, routed deliveries and courier services Answered and managed incoming and outgoing calls, while recording accurate messages Opened and properly distributed incoming mail Helped distribute employee notices and mail throughout the office

Education Master's in Biomedical Engineering in Biomedical Engineering Virginia Polytechnic Institute and State University - Blacksburg, VA August 2018 to Present Associate of Science in Engineering in Engineering Northern Virginia Community College - Annandale, VA GED South Lakes High School - Reston, VA Skills Filing, Typing, 102 wpm, Customer service, Multi-line phone, Office assistant, Excel, Microsoft excel, Microsoft office, Articulate, Etiquette, Documentation, Team building, Archiving, HTML, Javascript, Python, CSS3, ReactJS, AngularJS

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