

IT Support Analyst Intern IT Support Analyst Intern IT Technician King of Prussia, PA To obtain employment in the field of Information Technology where excellent analytical problem solving skills and a strong work ethic can add value to an organization. Authorized to work in the US for any employer Work Experience IT Support Analyst Intern Cozen O'Connor - Philadelphia, PA November 2018 to Present Asset Inventory - PC hardware / software Basic maintenance and troubleshooting of computers Repairs of computer equipment Imaging and wiping over 400 laptops Setting up new workstations / PC deployment Shadow IT Support team / IT field work Network troubleshooting / maintenance Audiovisual support Scheduling IT support and projects Security Officer Security Resources Inc - Philadelphia, PA January 2018 to September 2018 Attended to all the security needs of corporate by monitoring all activities Executed site-specific security policies as needed Enforced company processes, procedures with guests and staff Observed my surroundings diligently to provide a secure environment Warehouse Worker Farmer's Market - Berlin, NJ August 2017 to September 2017 Kept neat and clean warehouse premises Managed and handled shipping, loading and unloading of products Handled delicate and sensitive products with utmost care Handled and operated necessary tools and accessories in maintaining and managing a warehouse Integrated best practices in handling warehouse materials Cashier Stop&Shop - Beverly, MA May 2016 to July 2017 Ensured a smooth sales process and transactions Responsible for providing excellent customer service Performed front end responsibilities including cashier, returns, and online reservations Education High school or equivalent Skills DATA COLLECTION, PROBLEM SOLVING, ORGANIZATIONAL SKILLS, DATA ENTRY, TEAM PLAYER, vmware, vpn Links <https://www.linkedin.com/in/kevindura> Certifications/Licenses CompTIA A+ November 2018 to Present Cisco IT Essentials: PC Hardware and Software Certification August 2018 to Present Additional Information KEY SKILLS Fluent in Albanian Strong organizational skills Active listening skills Adaptive team player Multi-tasking skills Attentive to details Data entry and data collection Creative problem solving Proficient in Microsoft Office Suite

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