

# Amarjit Singh

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## OBJECTIVE

Computer Engineering Technology graduate, with four years of customer service experience, seeking an entry-level position in the Computer Technology field.

## TECHNICAL SKILLS

- Talented at installation, configuration, maintenance, and repair of hardware and software
- Experienced with Windows XP/7/8/8.1/10 diagnosis, troubleshooting, upgrading, and booting
- Trained in building circuitry using IN MutiSim
- Experienced designing networks with Ethernet and IP/DNS using Cisco Packet Tracker and Wireshark
- Proficient user of Microsoft Word, Excel, PowerPoint, and Access

## EDUCATION

**Benjamin Franklin Institute of Technology, Boston, MA** May 2014

*Associate in Science Degree in Computer Engineering Technology*

- Networking I & II
- Electronics I & II
- Circuit Theory I & II
- Digital Principles
- Logic and C++
- Embedded Processors
- Electro-Mechanical Systems
- Data Communications

**Weymouth High School, Weymouth, MA** Jun 2011

*Majored in Computer Software*

- Web design
- Java Programming

## EXPERIENCE

*Management and Sales Associate—Shop N' Save Liquors, Quincy, MA* 2011-Present

- Track and maintain store merchandise and reorder stock if needed
- Supervise store employees
- Improve customer shopping experience by offering assistance
- Manage all store accounting, including vendor payment and review cashier financial transactions

*Sale Associate and Merchandiser—CVS, Boston, MA* 2011-Present

- Merchandise the store aisle end-caps, overstock, and displays
- Provide excellent customer service in a consistently professional manner
- Develop teamwork skills as supportive member of the floor sales team

*Customer Service and Data Entry—Quincy Housing Authority, Quincy, MA* 2012

- Transferred client phone call to different department
- Entered client personal data into Excel document

## VOLUNTEERING EXPERIENCE

**Boston Sikh Society** 2004-Present

**Quincy Food Bank** 2007