

# Gustav Bettler

● Phone number: 555-555-5555 ● Email address: hello@kickresume.com



## Profile

Results-oriented and knowledgeable Information Technology Assistant adept at resolving any hardware/software faults, maintaining network systems, and managing inventories. Effective communicator with strong attention to detail, highly professional attitude, great analytical skills, and significant ability to work and perform well in fast-paced business environments.



## Work experience

06/2017 – 05/2019  
London, United Kingdom

### ● **Information Technology Assistant** **Conway MacKenzie, Inc.**

- Troubleshooted and resolved any hardware/software faults, installed and maintained computer hardware, and worked on the improvement of all network systems.
- Configured and maintained antivirus applications, provided support and knowledge to end users, and conducted risk assessments.
- Restored data, managed inventories, and handled large amounts of information, ensuring that all policies and procedures were fully followed.
- Assisted in website management, trained and coordinated IT staff, and monitored various daily operations.
- Awarded Employee of the Month twice for performing great work.



## Education

09/2013 – 05/2017  
Cambridge,  
United Kingdom

### ● **Computer Science & Information Systems** **University of Cambridge**

First Class Honours (Top 5% of the Program)

The 2015 Academic Excellence Award winner

Clubs and Societies: Engineering Society, Math Society, TEDx Club

09/2009 – 05/2013  
Leysin, Switzerland

### ● **IB Diploma Program** **Leysin American School**

Graduated with Distinction (Grade 1 - A/excellent equivalent in all 6 subjects)

Activities: Astronomy Society, Physics Society, Tennis Club



## Skills

### LANGUAGES



German  
**Native**

Chinese  
**Elementary**

English  
**Full**

French  
**Professional**