**Peter Bakalov**

01634931004

3 Higham Court

Barnsley

S75 1PQ

[peter.bakalov@itcareerswap.co.uk](mailto:peter.bakalov@itcareerswap.co.uk)

**Personal information**

I have recently undertaken an online course studying the following modules: CompTIA A+, Network+ and Security +, MCSA Windows 7 and 10 and CISCO CCENT. Having completed my online studies I am now looking to secure a position within the IT industry working as an IT Technician, First Line Support or Service Desk position.

**Education and Training:**

**IT Certification:**

* Microsoft 70-697: Configuring Windows Devices (Windows 10) Updated Version.
* Microsoft 70-685 Pro Windows 7, Enterprise Desktop Support Technician
* Microsoft 70-686 Pro: Windows 7 Enterprise, Desktop Administrator
* CompTIA A + 220-901
* CompTIA A + 220-902
* CompTIA Security + SY0-501
* CompTIA Network + N10-007
* Cisco 100-105 ICND1 Interconnecting Cisco Devices

**Degree**

* Bachelor’s Degree in International Economic Relations

**Employment History**

**January 2015- May 2017**

* Office administrator for a leading Bulgarian courier company. I was administering two courier offices in a busy environment, solving customer issues both face to face and over the phone and working with specific software developed for that company.

**July 2017- July 2018**

* Warehouse operator in Tamworth doing picking/ packing and working with a database system.

**August 2018- May 2019**

* Warehouse operator for Marks & Spencer in Sheffield.

**May 2019 to July, IT Career Swap**

* IT Technician/ First Line Support
* Setting up users, creating file permissions, setting up networks, troubleshooting issues, fixing and maintain PC hardware
* I’m currently working in plastics manufacturing, using machines and would like a career change.

**References:**

Vince Dolke

Head of Training

IT Career Swap

11 Bromley Common,

Bromley

BR2 9LS

vince@itcareerswap.co.uk

01634 938 004



IT CAREERSWAP LTD

11 Bromley Common,

Bromley

BR2 9LS

**CONFIRMATION IT TRAINING TECHNITION DIMPLOMA REF: #nnIFY0kN**

**COVERING LETTER**

Dear Employer,

I am writing to confirm that Peter Bakalov has recently completed our IT Technician training diploma with merit.

I have attached their CV which details the modules which they have studied and would like to confirm we are a training provider not a recruitment agency**, so there is not a fee for this service** should you choose to hire Peter Bakalov.

Please let me know if you would like to interview the candidate and I will arrange at your convenience.



Vince Dolke

Head of IT Training

ITCAREERSWAP LTD

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