

Nai Sai Aung

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Summary

- Experienced and energetic professional dedicated to delivering an excellent customer experience.
- Detail-oriented, responsible, and trustworthy employee who enjoys contributing to a team effort and creating a good working environment.
- Multilingual: fluent in English, Mon, Burmese, Thai, and Malay. Fully authorized to live and work in the U.S.

Certifications

CompTIA A+	Sep 2018
Earle C. Clements Job Corps Academy	Morganfield, KY
<ul style="list-style-type: none">• Safe installation and assembly of hardware components.• Installation of Microsoft Windows (Windows XP - Windows 10)• Identify and recommend the hardware and software components based on customer's needs.• Installation of network and telephony components for industry use; including identifying appropriate cables, hardware, and software configurations based on office size.	
IC3 Global Standard 5	Apr 2018
Earle C. Clements Job Corps Academy	Morganfield, KY
<ul style="list-style-type: none">• Computing fundamentals: able to identify and explain different hardware components• Explain the use of common websites and social media platforms to customers.• Proficiency in Microsoft Office Suite and Google Docs Suite	
Advanced Leadership Training	Oct 2017
Earle C. Clements Job Corps Academy	Morganfield, KY
<ul style="list-style-type: none">• How to prevent and solve problems and effectively use teamwork in a work setting.	
Microsoft Office Specialist in Word, Excel, & PowerPoint	Oct 2018
Earle C. Clements Job Corps Academy	Morganfield, KY

Education

Earle C. Clements Job Corps Academy	Morganfield, KY
<i>High School Diploma</i>	<i>Nov. 2017</i>
<i>Center Director Award</i>	<i>Dec 2018</i>
<i>Achieved Highest Student Level – Platinum Phase</i>	
<i>Volunteered at Union County Elementary School</i>	

Work Experience

Café Alsace	Feb 2017 - Mar 2017
Dishwasher	Decatur, GA
<ul style="list-style-type: none">• Maintained a clean dining environment for customers by bussing dishes quickly and efficiently. Assisted wait staff with meal service during peak times.• Followed all required health and sanitation standards in handling food items.	

References

David Hayes

Computer Tech Instructor

Earle C. Clements Job Corp

2302 Hwy 60 E. Morganfield, KY (42437)

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Jamale Thacker

Student Counselor

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Joice Nichols

CTR Specialist

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Jennifer Kizer

CTT Supervisor

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