

## **OLEG ADARCHENKO**

Minsk, Belarus (35 y.o.)

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### **SUMMARY**

Well organized and attentive to details IT Specialist with 10+ years of IT Experience specializing in Computer Hardware and Software. Experienced in computers and servers assembly, installing and configuring hardware and peripherals. Acquired working knowledge of current computer systems. Profound understanding of technical manuals and schematics.

At the moment, I am taking a Software Testing Course in Belhard Academy and ready to continue my career in QA. Russian native and English intermediate.

### **TECHNICAL SKILLS**

- Knowledge of test methodologies, software release cycle, software defect tracking
- Experience with MS Windows, OS X, Ubuntu, Debian, IOS, Android and networking
- In-depth knowledge of Microsoft Office (Word, Excel, PowerPoint, Visio, Outlook)
- Basic knowledge of HTML, CSS, XML, SQL, JS
- Basic experience in Jira, Devtools, GIT, MySQL, Bitrix24, CMD, Pict

### **WORK EXPERIENCE**

December 2018 – April 2021

Senior IT Specialist, BVComputers LLC

Minsk, Belarus

- Organized efficient work in the production department of the company.
- Controlled the quality of assembled computers.
- Increased productivity of department by streamlining processes and introducing new technologies.
- Assembled and tested different types of computers.
- Optimized the system testing process. As a result, the number of returned PCs within 6 months was decreased by 30%.
- Evaluated labor costs and analyzed risks in the PCs production.
- Recommended necessary equipment and software for purchase and ensured proper configuration and functioning.
- Designed local area and wireless networks.
- Provided all required reports.

June 2017 – November 2018

Middle IT Specialist, BVComputers LLC

Minsk, Belarus

- Consulted and trained employees on technical aspects of PC assembling process.
- Installed and configured computer hardware and software.
- Tested new technologies, hardware and software solutions.
- Developed instructions for clients on produced PCs.
- Organized training courses for employees.
- Purchased, maintained and cataloged of IT equipment and inventory.
- Provided in person, phone, and remote desktop support to users.
- Managed both Microsoft and Apple environments.
- Performed daily, weekly and monthly backup of important data.
- Trained new computer technicians.

June 2016 – May 2017

Junior IT Specialist, BVComputers LLC

Minsk, Belarus

- Assembled and tested different types of computers.
- Solved different problems with network connectivity, desktop configurations, network access issues.
- Tested various configurations of computers (load, stress, compatibility, cross-platform testing).
- Installed and configured different software from Microsoft, Apple, Kaspersky, Dr.Web.
- Provided technical support for users by phone and in messengers.

October 2007 - April 2011, Part time

Computer Technician, Server LLC

Gomel, Belarus

- Solved technical problems with laptops and desktops.
- Assembled and tested different types of computers.
- Installed of wire and wireless network.
- Recovered data from corrupted hard drives and flash devices using specialized software.

## **EDUCATION AND TRAINING**

- Software Testing Course, Belhard Academy, Minsk 2021.
- Methods and means of cryptographic protection of information in computer systems, BSUIR, Minsk 2017
- Computer Science and Information Systems, University of Skorina, Gomel 2008.
- BRAINBENCH Master MS Windows 7 Desktop Administration Certificate.
- BRAINBENCH Computer Technical Support Certificate.
- BRAINBENCH Network Security Certificate.
- BRAINBENCH Technical Help Desk Certificate.
- BRAINBENCH Information Technology Security Fundamentals Certificate.
- BRAINBENCH English Listening Comprehension (U.S.) Certificate.
- BRAINBENCH Written English Certificate.

## **ADDITIONAL INFORMATION**

- Marital Status: single.
- Driver License.