

Professional profile

I am a conscientious person who works hard and pays attention to detail. I'm flexible, quick to pick up new skills and eager to learn from others. I also have lots of ideas and enthusiasm. I believe I could fit easily into your team.

I gained a lot of my experience as a freelance Computer Repair Technician since September 2015. I maintained comprehensive knowledge of hardware, software, trends and new releases. I also picked up some new skills while pursuing my Associate Degree in Information Technology. As a recent graduate, I am eager to build a long-term career in the field of web development.

IT/Technical skills

LANGUAGES	CONCEPTS	MICROSOFT OFFICE
✓ HTML, CSS, JavaScript	✓ Operating system (Windows and Linux)	✓ MS Word
✓ C, Java	✓ Networking	✓ PowerPoint
✓ MySQL	✓ Hardware troubleshooting	✓ Excel

Personal skills

- ✓ Excellent written and verbal communication skills
- ✓ Excellent time management skills
- ✓ Excellent ability to keep reports and complete research
- ✓ Extremely organized and detail oriented
- ✓ High level of maturity and sense of responsibility
- ✓ Ability to work independently or in a team driven environment
- ✓ Ability to work in a team driven environment

Career summary

September 2015 – Present

Freelance Computer Repair Technician, Guyana

Outline

I have a passion for computers and love to work with any devices so I decided to do it professionally.

Key responsibilities

- Provide on-site computer repair services to small business and private customers.
- Installed updates or new software and removed malicious programs.
- Explained features to customers and offered advice on best-fit choices based on customer needs.

- Installing small but well-functioning LAN/WAN and other networks.
- Accept customer's desktop and laptop systems for in-store repairs.
- Troubleshoot systems and work with customers to determine needed hardware or software changes.
- Perform all repair with respect and concern for customer's privacy.
- Keep records of repairs and fixes for future reference.

Key achievement/projects

- Redesigned the webpages of some local businesses.

Education and qualifications

- ✓ **Associate of Science (Information Technology), Expected June 2018**

GPA 4.00/4.00

University of Guyana

- ✓ **Queens College 2010-2015**

<u>Subject</u>	<u>Grade</u>
1. Biology	I
2. English A	I
3. English B	I
4. Geography	I
5. Mathematics	I
6. Principles of Business	I
7. Information Technology	I
8. Agricultural Science	II
*Double Award	
9. Human and Social Biology	II
10. Principles of Accounts	II
11. Religious Education	II
12. Social Studies	II
13. Physics	III
14. Additional Mathematics	III
15. Chemistry	III

- ✓ **Computer Technician Package**

PC Repairs & Maintenance - Grade A

Operating System - Grade A

Networking Essentials - Grade A

References available on request
