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| ≪Responsibility≫  - Quản trị hệ thống hạ tầng và các hệ thống an ninh nội bộ.  - Hướng dẫn và hỗ trợ người dùng nội bộ sử dụng các phần mềm và hệ thống lõi. - Trực tiếp tham gia bảo trì, sửa chữa các thiết bị ngoại vi, phần cứng khi có sự cố ≪Acquired Skills≫ ・Team Collaboration  ・System Administration ・Documentation and Record Keeping |
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Viện cspt

≪Responsibility≫

- Triển khai hệ thống thư viện điện tử và hỗ trợ người dùng cuối

- Tham gia triển khai mua sắm trang thiết bị hạ tầng công nghệ.  
- Quản trị website của học viện

≪Responsibility≫

・Implementation of electronic library systems and support for end-users.

・Participation in the deployment of technology infrastructure equipment procurement.

・Administration of the academy's website.

≪Acquired Skills≫  
・End-User Support

・Technology Infrastructure Procurement  
・Communication and Collaboration

Chi tiết skill: **Skills and Experience Gained:**

1. **Library Systems Implementation:**
   * Proficiency in implementing electronic library systems, ensuring efficient cataloging, accessibility, and user-friendly interfaces.
   * Experience in designing and configuring systems that enhance the overall user experience for accessing electronic resources.
2. **End-User Support:**
   * Developed strong interpersonal and communication skills through providing support to end-users, addressing queries and technical issues promptly.
   * Acquired expertise in troubleshooting and resolving issues related to electronic library systems, contributing to a smooth user experience.
3. **Technology Infrastructure Procurement:**
   * Experience in actively participating in the procurement process for technology infrastructure equipment.
   * Developed skills in assessing technical requirements, vendor negotiation, and ensuring the acquisition of suitable and cost-effective equipment.
4. **Project Management:**
   * Demonstrated project management skills through involvement in the deployment of technology infrastructure.
   * Experience in coordinating various aspects of procurement projects, ensuring timely delivery and adherence to budgetary constraints.
5. **Website Administration:**
   * Proficient in the administration of the academy's website, ensuring content accuracy, functionality, and a positive user experience.
   * Acquired skills in content management, website updates, and responsiveness to ensure an up-to-date and dynamic online presence.
6. **Technical Proficiency:**
   * Developed a strong technical skill set in managing electronic library systems, including familiarity with relevant software and hardware components.
   * Acquired knowledge of technology infrastructure, contributing to informed decision-making in equipment procurement and deployment.
7. **Problem Solving and Troubleshooting:**
   * Cultivated problem-solving skills by addressing challenges in electronic library systems and technology procurement.
   * Demonstrated the ability to troubleshoot issues efficiently, ensuring minimal disruption to library systems and infrastructure projects.
8. **Communication and Collaboration:**
   * Enhanced communication skills through collaboration with various stakeholders, including end-users, vendors, and internal teams.
   * Contributed to a collaborative work environment, fostering effective communication for successful project implementation and website administration.
9. **Adaptability and Continuous Learning:**
   * Adapted to evolving technology trends, staying abreast of advancements in library systems and technology infrastructure.
   * Demonstrated a commitment to continuous learning, acquiring new skills to enhance overall effectiveness in the implementation and administration of technology-related responsibilities.

CleverLearn

≪Responsibility≫

- Quản trị hệ thống hạ tầng công nghệ thông tin

- Quản trị hệ thống phần mềm thi Tofle Ibt.  
- Triển khai network

・Management of Information Technology infrastructure systems.

・Administration of the software system for the TOEFL iBT examination.

・Deployment of network infrastructure.