

Tamara Techno

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OBJECTIVE A PC Technician position utilizing my recent education and experience

QUALIFICATIONS

- Exceptional aptitude for computers and technology; quick to learn and master new technologies
- Dependable and reliable. Highly motivated with excellent attendance.
- Comfortable working in a fast-paced, ever-changing environment. Flexible and adaptable.
- Extremely personable; get along well with team members; strong customer focus.
- Strong analytical, trouble-shooting, and problem solving skills

EDUCATION

Lorain County Community College - Elyria, Ohio
Associate of Applied Science in Computer Engineering Technology
Expected completion, Fall 2015 – GPA, 3.37

TECHNICAL SKILLS

Hardware: Servers, Hubs, Routers, Laptops, Desktop Workstations, Wireless Access Points

Systems: Microsoft Windows (XP/Vista/7/Server2xxx)

Software: Microsoft (Office 2xxx/2xxx, Visual Studio 2008), Adobe Photoshop CS5

Networking: LAN, Remote Desktop, Access Permissions

Languages: HTML, CSS, Visual Basic

Certifications: A+ Certified, Network+ Certified, MCP

EXPERIENCE

Acme Heights Community Center – Acme Heights, OH **2012 – Present**

Computer Tech / Webmaster (Volunteer)

- Maintain computer operability and configuration.
- Perform repairs and upgrade computer system as needed.
- Created and continue to maintain website.

Ajax Manufacturing – West Acme, OH **2011 – 2012**

Warehouse Worker

- Quickly and accurately pulled parts in a fast-paced environment.
- Worked well as part of a team to achieve production and quality goals.
- Demonstrated attention to details by accurately tracking hundreds of unique items through inventory stages.

Acme Brothers, Inc. – Acme Heights, OH **2010 – 2011**

Computer Specialist and Web Master

- Managed multiple company web sites.
- Maintained other employees' computers and wireless network. Coordinated and implemented product and design changes to meet changing market demands.
- Fast paced, constantly changing design needs always met quickly and well maintained.

Timely Supplies – Acme Valley, OH **2010**

Customer Service Associate

- Processed high volume of orders from wholesale and retail customers; met production goals.
- Created supply requests and coordinated shipment to meet deadlines.
- Accurately accounted for all financial transactions, balancing drawer at end of business day.