Computer Specialist Resume

Job Objective

To help the company grow and expand using my experience as Computer Specialist. Years of experience in the field helps me to improve and to help the business grow and advance.

Highlights of Qualifications:

- Remarkable experience in installing and maintaining servers
- Huge knowledge of desktop computers and peripherals
- Deep knowledge of tools used for interactive multimedia instruction
- Familiarity with computer support of educational tool development
- Superior communication and organizational skill

Professional Experience:

Computer Specialist
USIS, Santa Clara, CA
May 2006 – Present

- Evaluated and outlined on-line computer-based training.
- Reviewed user requirements and managed content collection.
- Managed content review, testing and release schedules.
- Maintained web development documentation.
- Established detailed flowcharts and instructions.
- Imparted first-line user support.

Computer Specialist
AECOM, Santa Clara, CA
March 2003 – April 2006

- Enforced management information and business systems.
- Handled hardware and software issues.
- Imparted support to senior level specialists.
- Aided computer issues and installed computers and printers.
- Carried out regularly scheduled maintenance.

Education:

Bachelor Science in Information Technology
Briar Cliff University, Sioux City, IA

Build your Resume Now