
INFORMATION TECHNOLOGY ASSISTANT RESUME

Objective:

To obtain the position as Information Technology Assistant to ensure the smooth and conflicts free functioning of all operations of the organization.

Summary of Skills:

- Ability to install and update computer software on Windows computers
- Wide knowledge of Software Installations, PC and Printer setup
- Proficiency in using operating systems and application programs Windows XP, Windows Vista, Office Professional
- Ability to learn new technical concepts quickly and readily
- Proficient in working with staff at various levels and members

Work Experience:

Information Technology Assistant
Credit Management Services, Inc, McLean, VA
August 2005 to till date

- Tracked and ensured proper working order.
- Generated reports and any special IT projects.
- Worked closely with outside vendors with any support requests.
- Provided support work in departments with day-to-day issues.

Information Technology Assistant
AP Productions, McLean, VA
May 2000 to July 2005

- Provided system administration and support of network and MS-Windows servers.
- Coordinated site preparation activities for office accommodation.
- Installed, configured and resolved networking equipment.
- Assisted in acquisition, installation, acceptance and maintenance of computer system.
- Conducted performance monitoring and tuning of computer system.

Education:

Bachelor's Degree in Information Technology
Philadelphia University, Philadelphia, PA

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