

PHONE TECHNICIAN RESUME

Objective:

To seek a challenging position as a Phone Technician.

Summary of Skills:

- Operational knowledge of telecommunication system, phone devices and voice mail system
- Ability to install and resolve voice mail issues and system failures
- Ability to maintain focus, prioritize work and multi-task

Work Experience:

Phone Technician
Wheel, Chantilly, VA
August 2005 to till date

- Monitored voice and data communication services.
- Supervised installation and repair of telephones, visual display unit and networks.
- Recommended suitable devices to customers after analyzing their requirements.
- Ensured proper functioning of data telecommunication systems by monitoring vendor services.
- Provided technical assistance to customers in identifying technical problems.

Phone Technician
SK&m Inc, Chantilly, VA
May 2000 to July 2005

- Provided prompt assistance on resolving phone equipment failures and service issues.
- Provided technical guidance on operating voice mail system.
- Configured voice mailboxes and troubleshoot voice mail system.
- Coordinated and administered all phone work orders.

Education:

Bachelor Degree in Communication Devices and Small Electronics
Ashland Community College, Ashland, KY

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