
TECHNOLOGY ASSISTANT RESUME

Objective:

To obtain the Technology Assistant position that will expand and develop my skills.

Summary of Skills:

- A great deal of experience working with computer technology
 - Excellent knowledge of computer principles, operation and capabilities
 - Operational knowledge of digital and print media equipments
 - Excellent communication and administrative skills
 - Profound ability to provide documented management, computer, multimedia
 - Knowledge of web design and construction, systems and database programming
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Work Experience:

Technology Assistant, August 2005 to till date
Cool Planet BioFuels, Inc., Denver, CO

- Assisted with support requests, including responding and resolving in a timely fashion.
- Provided agency support to troubleshoot basic IT and network problems.
- Coordinated and scheduled on and off-site technical support when needed on behalf of Technology Department.
- Maintained agency IT inventory, including database entry and tagging of units.
- Performed software application installation and upgrades.
- Performed preventative maintenance of agency computers when needed.

Technology Assistant, May 2000 to July 2005
Rockford Public Library, Denver, CO

- Worked with technology resource instructor on several projects.
 - Provided assistance to students and staff in the use of instructional software and computer hardware resources.
 - Participated in spreading awareness on Internet safety issues for kids and employees.
 - Performed troubleshooting procedures to diagnose basic software and computer hardware problems.
 - Underwent training courses to remain updated and compete in technology field.
 - Managed intake of agency IT support requests via help desk incoming calls and email.
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Education:

Bachelor Degree in Business Administration, Philadelphia University, Philadelphia, PA

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