Computer Support Specialist Resume Sample

Your Full Name

Sender’s Mailing Address

Sender’s Phone Numbers

Sender’s Email Address

Professional Summary

* Resourceful computer support specialist with several years of experience providing comprehensive support to ensure that all relevant hardware and software is operating efficiently.
* Adept at maintaining key systems and correcting issues.
* Specialize in cost-effective preventative maintenance and system monitoring.

Core Qualification

* Huge Experience with windows and Mac-based systems.
* Vast knowledge of industry current software and hardware.
* Adept at identifying and resolving computer issues.
* Solid grasp of local area network structure.
* Proactive problem solver focusing on preventative maintenance.
* Comprehensive verbal and written communication abilities.

Work Experience

Computer Support Specialist

Patterson community college

2010-2012

Set up computer equipment for employee use, performing and ensuring proper installation of cable, operating system and appropriate software.

* Conducted computer diagnostic to investigate and resolve problems and to provide technical assistance and support.
* Troubleshot and resolved system related issues in real-time to minimize operational down time.
* Configured, supported and maintained wireless and scanner equipment.
* Assisted network administrators with configuring, maintaining, monitoring, and backup of local servers and appliances.
* Assisted network administrators with performing and overseeing software and application development, installation and upgrades.
* Documented problems and remedial actions taken of installation activities as required.

Computer support specialist

New parkland community college

2008-2010

Managed various areas of support including email & windows installation, configuration and upgraded issues.

* Maintained and monitored support for all TCP/IP network configurations.
* Installed and performed repairs to hardware, software and peripheral equipment.
* Set up equipment for employee use, ensuring proper installation of operating systems and necessary software.
* Achieved a high level of customer satisfaction.

Education

Bachelor of science- computer science

University of California, 2005