**TECHNICAL RESUME**

123 Your Address

 City, State, Zip Code

(xxx)-xxx-xxxx

youremail@gmail.com

*Analytical and solution-focused professional with 6+ years of experience in delivering technical support and resolving end-user issues. Track record of installing, configuring, and maintaining software, hardware, and networks. Focused on system efficiency and sustainability. Seeking to leverage a broad technical background to secure a challenging position as a technical support specialist.*



# Professional Experience

## ENTERPRISE HOLDINGS INC., Lexington, KY

## IT Support Specialist, September 2015–Present

* Provide proactive technical support and troubleshooting to 5000+ users on a wide range of IT-related issues
* Ensure timely resolution of all issues by maintaining consistent communication with end-users and making follow-up calls
* Develop up-to-date knowledge of company products and services to deliver support and service solutions in a better way
* Troubleshoot software and hardware failures and identify network problems related to personal (desktop or laptop) computers
* Manage backup systems for software and data in secured onsite environment

## CAROLLO ENGINEERS, Austin, TX

## Technical Support Specialist, June 2011–August 2015

* Delivered technical support to 20+ company clients via phone, email, remote desktop and in-person support to troubleshoot and resolve all Mac and PC related issues
* Administered the enterprise-wide infrastructure consisting of hardware, software, LAN, and telecom systems
* Conducted 150+ visits per year to statewide company offices to install, upgrade and troubleshoot business and communication software
* Utilized strong technical expertise in delivering internal/external helpdesk support for 130K+ staff and all company products

# Education

## UNIVERSITY OF SOUTH FLORIDA, Tampa, FL

*Bachelor of Science in Information Technology, May 2011*

* Honors: *cum laude* (GPA: 3.6/4.0)

# Additional Skills

* Expert in Microsoft Office and Microsoft OS - Windows 7, Windows 10
* In-depth knowledge of WAN/LAN - TCP/IP, Desktops/Laptops, Cisco Routers/Switches

Dear Job Seeker,

If you’re struggling to write your resume, **don’t worry.** You’re in good company – everyone has difficulties making a resume. For a high quality resume that will land you employment, we recommend [consulting the certified experts at Resume Writer Direct](https://resumewriterdirect.com/?utm_source=Word_Doc&utm_medium=RWD_Link&utm_campaign=RG_Downloads).

Or, here’s some other content that might help you finish your resume.

* [Free Resume Builder](https://resumegenius.com/?utm_source=Word_Doc&utm_medium=Resume_Builder_Link&utm_campaign=RG_Downloads)
* [How to Write a Resume](https://resumegenius.com/how-to-write-a-resume?utm_source=Word_Doc&utm_medium=How_to_Write_Resume_Link&utm_campaign=RG_Downloads)
* [Resume Samples by Industry](https://resumegenius.com/resume-samples?utm_source=Word_Doc&utm_medium=Resume_Samples_Link&utm_campaign=RG_Downloads)

Oh, and by the way, **you’re also going to need a cover letter.**

* [Cover Letter Builder](https://resumegenius.com/cover-letter-builder?utm_source=Word_Doc&utm_medium=Cover_Letter_Builder_Link&utm_campaign=RG_Downloads)
* [How to Write a Cover Letter](https://resumegenius.com/cover-letters-the-how-to-guide?utm_source=Word_Doc&utm_medium=Cover_Letter_Guide_Link&utm_campaign=RG_Downloads)
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