

Resumagic.com Sample Resume: Computer Technician

**John Doe**

1234 Elm Street Anytown, ST (123) 456-7890 john\_doe@email.com

---

**PROFESSIONAL PROFILE**

---

**COMPUTER TECHNICIAN** with 11 years experience troubleshooting and resolving computer hardware / software problems for diverse clients. **TECHNICAL SKILLS --**

- **Purchase / Installation / Maintenance:** Motherboards, CPUs, Memory, CD Rom Writers, DVD Burners, Cases, Keyboards, Mouse, CRT / LCD Monitors, Laser Printers, Scanners, Desk Jet Printers, Power Switches
- **Systems Built / Sold:** Servers, Pentium 4, Pentium III, Pentium II, Pentium, 486, 386, Laptops
- **Software Installed:** Office 2000, Office XP, McAfee, Norton, McAfee Spam Killer, Netscape, Scanning software, and multiple programs specific to each client's business requirements
- **Operating Systems:** Windows 98, Windows NT/2000, Windows XP, DOS
- **Installation of Networks Using:** Switches, Network Cards 10/100/1000base T, Routers, Hubs, Cables, Patch Cables, Setting up printers on networks

**WORK EXPERIENCE**

---

**Owner and Operator, NAME OF COMPANY, City, ST** **1993 to Present**

Troubleshoot and resolve computer problems; build and upgrade systems; install software and perform general maintenance for clients; assist company owners and department heads in determining hardware and software requirements and making purchases; and tutor clients on use of hardware and software.

- Effectively marketed services to and maintained working relationships with more than 50 companies
- Improved clients' operations by completing a wide-scale replacement of out-dated work stations and servers; upgraded operating systems from Windows 98 to Windows 2000 / XP Pro; transferred all data files to new PCs, keeping desktop preferences intact
- Set up work stations on networks and Internet so clients could correspond with vendors electronically
- Completed several server upgrades from Novell to Microsoft NT 4 to accommodate upgrading to the latest version of MASS90 accounting software; fully automated client's manual accounting system
- Reduced client's labor costs and error rate by setting up a network and installing an engineering program that automated the tool cutting process (eliminating the need for manual cutting)
- Recovered numerous lost files of critical information due to viruses and damaged hard drives

**PC Technician, NAME OF COMPANY, City, ST** **1992 to 1993**

- Troubleshot and resolved computer problems; built and upgraded systems; installed software; and performed general troubleshooting and maintenance for business clients and the public
- Upgraded more than 100 [name of corporation] PCs throughout southern California
- Recipient of top performance award from [name of corporation] for "best serviced PCs in California"

**Account Representative, NAME OF COMPANY, City, ST** **1987 to 1991**

Provided customer support and technical assistance on all hardware / software products; generated new subscribers and equipment sales / leases; and trained customers and employees on use, maintenance and repair of equipment.

- Ranked #1 in sales among 7-member sales team for two years during four-year history with company
- Received several sales performance awards for generating the most new business
- Increased account base by 10 percent each year with company

**Owner and Operator, NAME OF COMPANY, City, ST** **1985 to 1986**  
(Designed residential and commercial swimming pools)

- Worked closely with clients to develop landscaping plans and pool designs to meet individual needs
- Maintained all accounting, cash, inventory, payroll and administrative controls
- Hired and supervised contractors and oversaw project completion
- All contracts were completed on time and within budget

**Marketing Consultant, NAME OF ENGINEERING FIRM, City, ST** **1984 to 1985**

- Helped create and produce the firm's first service brochure
- Helped owner develop and implement marketing strategies that successfully increased client base

**Owner and Manager, NAME OF COMPANY, City, ST** **1979 to 1984**  
(Provided recreational and lifeguard services)

- Managed up to 10 full and part-time employees, including scheduling, training, supervising daily assignments, and performance evaluation
- Managed day-to-day operations of business including overseeing pool and facility maintenance, handling proposals, monitoring expenditures, handling cash receipts / deposits, and completing numerous miscellaneous administrative tasks
- Successfully marketed services to homeowners' associations, property management companies, and major developers

## **EDUCATION**

---

A.A., Public Speaking, NAME OF COLLEGE, City, ST

--Completed 30 hours of coursework towards B.A. in Public Relations at STATE UNIVERSITY