Alex Taylor

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**Objective**

Soon to graduate college student seeking to obtain an entry-level position in the information technology field that builds upon and utilizes my education and experience.

**Computer Skills**

* Proficient with Windows Operating Systems.
* Experience with Linux and Mac operating systems.

**Computer Hardware**

* System Administration
* Network Configuration
* Software Installation
* Security
* Tech Support
* Updates

[**MS Office**](https://zety.com/blog/microsoft-office-skills)

* Word
* Excel
* Outlook
* PowerPoint
* OneNote
* Access

**Google**

* Docs
* Drive
* Photos

**Work Experience**

**Sales Consultant**

May 2015 – Current

Victra(Verizon)

·         Work with customers on improving their experience with technology

·          Advise customers on what phone to purchase as well as any other device that may suit their everyday needs

·          Troubleshooting problems with devices as well as learning how to work with multiple types of systems on them

·         Meet or exceed individual and team sales goals

·         Store opening and closing responsibilities

·         Point of sale transactions

**Backroom Logistics/Sales Floor Associate**

March 2013 – September 2014

Target

·         Stocking inventory with the correct products

·         Maintaining stockroom with adequate supply of products

·         Merchandising and maintaining a clean work environment

·         Provide customer service in the electronics department as needed

**Assistant Manager**

October 2011 – October 2012

GameStop

·         Worked with customers directly by selling video game software and hardware

·         Fix or provide guidance to customers related to any software or hardware issues

**Education**

**AAS Computer Networking Technology**

Iowa Central Community College, Fort Dodge, Iowa

Anticipated graduation March 2020

Diploma

Fort Dodge Senior High, Fort Dodge, Iowa

Graduating Class of 2011

 References available upon request