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| **CURRICULUM VITAE**  Nguyen Van A  IT Officer  Gender:                               Male  Date of birth:                       ...........  Family Status:                     single  Address:                             123 Hung Vuong, Danang  Cellphone:                           09812345678  Email:                                 nguyenvana@gmail.com  Website:                             facebook.com/nguyenvana **CAREER OBJECTIVE**  • Improving my knowledge in field of Information Technology.  • Improve English communication in the next 1-2 years.  • Stability and try to develop my potentails in IT fields.  **WORKING EXPERIENCE**  Above 5 years   |  |  | | --- | --- | | July, 20.. to Present | Royal Lotus Hotel Da Nang | IT Officer  • Network administration: management andr Computer, Networking resolve.  • Management File Server, Domain Controller, Mail system, Camera.  • Control PBX System, Wifi System, Networking.  • Setup for new user, training, add or remove access right on File Server.  • Deploy policy, softwares to all Computers and network at Hotel.  • Back up all data on a periodic schedule.  • Provide helpdesk service and general IT supports to all users in use: Printers, Offices, Mail, Smile PMS ... | | July, 20.. to Jun, 20.. | Apollo English Education Viet Nam | IT Officer  • Network administration: management and responsibility for Networking in apollo.  • Management File Server  • Management Camera, Printer at Centre. Storage  • Setup account for new user, trainning and supporting to all new AIMS,  Teaching softwares.  • Provide helpdesk service and general IT supports to all  • Maintenance and reportting to IT Manager about statu  computer network company.  • Co-ordination with other department, the whole Apollotesting and deploying all Apollo’s new softwares.  • Control other devices about Teaching resourses. | | 20.. to July, 20... | Yaly Co. Ltd | IT Office  • Network administrative.  • Setup for new user and provide technical.  • Management Data file and windows server 2003.  • Controlling VPN networking at 4 branches.  • Searching applications and new technologies for the company.  • Reportting to Manager about status the computer network company. |   **EDUCATION**  Da Nang College of Economics  Major: Information and Technology  20.. - Good  CCNA Certificate at Softech – Danang Software Park  MCSA Certificate at Softech – Danang  Software Park  English - B level certificate  MS Office: Excellent **SKILLS**   * Team work. * Proactive, decisive, innovative work * Ability to work independently. * Communication skills, negotiation and convincing customers well. * Can work under high pressure.   **HOBBIES**  Study, reading, communicating, traveling,... |