**CURRICULUM VITAE**

Truong Quang Thanh

IT Officer

Gender: Male

Date of birth: 8th June 1984

Family Status: Married

Address: 123 Hung Vuong, Danang

Cellphone: 09812345678

Email: quangthanh123@gmail.com

Website:  facebook.com/quangthanh123

CAREER OBJECTIVE

• Improving my knowledge in field of Information Technology.

• Improve English communication in the next 1-2 yeards.

• Stability and trying to develop in IT fields.

WORKING EXPERIENCE

Above 5 years

|  |  |
| --- | --- |
| July, 2017 to Present | **Royal Lotus Hotel Da Nang |** IT Officer• Network administration: management and responsibility for Computer, Networking. • 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 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, 2012 to Jun, 2017 | **Apollo English Education Viet Nam |** IT Officer• Network administration: management and responsibilitNetworking. • Management File Server, Domain Controller, Mail syste• Management Camera, Printer at Centre. Storage and Ba• Setup for new user, trainning and supporting to all new AIMS, Online Report, Teaching softwares.• Provide helpdesk service and general IT supports to all• Maintenance and reportting to IT Manager about statucomputer network company.• Co-ordination with other department, the whole Apollotesting and deploying all Apollo’s new softwares. • Control other devices about Teaching resourses. |
| 2008 to July, 2012 | **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

Major: Programing

Da Nang College of Economics

2005 - Good

CCNA Certificate at Softech – Danang Software Park

MCSA Certificate at Softech – Danang Software Park

English - B level certificate

MS Office: Excellent

ADDITIONAL 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,...

REFEREE

Mr. Tran Trong Hieu

IT Manager - Royal Lotus Hotel Da Nang– 0123456789 – hieutran@abc.com

I assure that the information provided is true and correct!