**CURRICULUM VITAE**

Truong Quang Thanh

IT Officer

Gender: Male

Date of birth: 8th June 1984

Family Status: Married

Address: 123 Hung Vuong, Danang

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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

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| 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 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. |
| 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!