

KHIEM HA

Email: haduykhiem@gmail.com | Cell: 657 456 1109

Summary: Networking Specialist with 3 years of experience is now seeking to obtain a position that will allow me to serve as an Information Technology (IT) specialist responsible for assisting in the operation and maintenance of the installations computer network and to provide technical assistance, training, and support to customers.

EDUCATION

Gwinnett Technical College, Lawrenceville, GA	<i>Dec 2021</i>
- Networking Specialist, AAS	
- Cybersecurity, AAS	
CompTIA Network+ Certification	<i>Dec 2021</i>
AWS Certified Cloud Practitioner	<i>Oct 2021</i>
CompTIA A+ Certification	<i>July 2021</i>
MTA Networking Fundamentals Certificate	<i>July 2020</i>

SKILLS

- | | |
|------------------------------|--|
| ➤ Hardware troubleshooting | ➤ Bilingual in Vietnam and English |
| ➤ Network troubleshooting | ➤ Highly organized and efficient |
| ➤ Microsoft Office Suite | ➤ Ability to work independently or as part of team |
| ➤ Proficient with Windows 10 | ➤ Self-motivated |
| ➤ Cisco Packet Tracer | ➤ AWS Cloud Services |

PROFESSIONAL EXPERIENCE

Gwinnett Technical College **September 2021 – Present** | Lawrenceville, GA

Educational Aide – Lab Assistant CIST

- Operates computers, copiers, and other office equipment, performs routine user preventive maintenance on office equipment.
- Performs basic administrative/clerical tasks to support the daily operations of the computer lab.
- Establishes and maintains records/files relating to the program's mission.
- Works within the system in a resourceful manner to accomplish reasonable work goals, shows flexibility in response to process change and adapts to and accommodates new methods and procedures.

A.H Global Consulting Services LLC **May 2018 – May 2021** | Lawrenceville, GA

Immigration Legal Assistant

- Install and maintain workstations, troubleshoot current computer hardware systems.
- Upgrades operating systems and application software.
- Responsible for gathering necessary information from clients.
- Prepare immigration and visa petition packages, forms.