



# Theodore Guzman

## Technology Intern

📞 (217) 555-1234 ✉️ theodore.guzman@example.com

🌐 linkedin.com/in/theodoreguzman 📍 1234 Elm Street, Springfield, IL 62704

### SUMMARY

Energetic technology enthusiast eager to leverage hands-on skills in IT operations. Proficient in hardware maintenance, software management, and effective teamwork. Committed to maintaining high operational standards while supporting device preparations for educational settings. Proven experience includes collaborating with tech teams, ensuring quality deployments, and troubleshooting challenges efficiently. Motivated by opportunities that present growth and learning, demonstrating strong attention to detail and a passion for technology daily. Engaging actively with teams fosters a collaborative environment that drives successful project completions.

### EDUCATION

#### Associate of Applied Science in Information Technology

Springfield Community College 🎓 GPA: 3.8 📅 2024 📍 Springfield, IL

**Coursework:** *Networking, Hardware Maintenance, Software Development, Database Management*

### TECHNICAL SKILLS

- **Computer Skills:** Windows, macOS, Linux
- **Project Management Tools:** Trello, Asana, JIRA
- **Hardware Tools:** Screwdrivers, Multimeters, Testers
- **Software Applications:** Office Suite, Imaging Software, Device Management Tools
- **Networking Protocols:** TCP/IP, DHCP, DNS
- **Database Knowledge:** MySQL, MongoDB, Oracle
- **Cloud Services:** AWS, Microsoft Azure, Google Cloud
- **Virtualization Technologies:** VMware, Hyper-V, VirtualBox
- **Web Development:** HTML, CSS, JavaScript
- **Operating Systems:** Windows Server, Linux Distributions, UNIX

### EXPERIENCE

#### Tech Support Specialist

Advanced Tech Solutions 📅 May 2025 - Present 📍 Aurora, IL

Provide essential tech support across various departments while managing hardware lifecycles. Collaborate closely with IT teams to streamline equipment deployment strategies and enhance user experiences. Continually address and resolve software issues while adhering to safety protocols and organizational policies.

- Collaborate with cross-functional teams ensuring smooth and timely equipment deployments.
- Provide responsive troubleshooting for diverse software-related issues for end users.
- Maintain clear documentation supporting compliance with organizational procedures and protocols.
- Foster a culture of reliability through frequent team interactions and feedback sessions.

#### IT Intern

Tech Innovators Group 📅 June 2024 - April 2025 📍 Naperville, IL

Supported the IT department in preparing devices prior to their allocation to educational institutions. Conducted organization-wide inventory processes that ensured availability and readiness of necessary tech tools. Emphasized workspace tidiness and safety adherence during each operational phase.

- Executed cleaning and preparation tasks critical for classroom-ready technology.
- Performed regular inventory assessments on hardware and software components.
- Helped maintain a structured work environment in alignment with safety regulations.
- Developed familiarity with inventory management systems improving task efficiency.

### STRENGTHS

- 👥 **Team Collaboration**  
Strongly values partnership, enabling a seamless working relationship with peers leading to successful outcomes.
- 💻 **Technical Proficiency**  
Projects a solid grasp of hardware/software concepts aiding efficient troubleshoot efforts, greatly buying time.
- ✅ **Attention to Detail**  
Exhibits focus towards minute specifications ensuring optimized configurations and enhanced functions in every project.
- 🕒 **Time Management**  
Demonstrates effective scheduling to meet all deployment deadlines while assisting various users, creating role efficiencies.
- 💬 **Customer Service Orientation**  
Eagerness to assist users improves relationship perceptions with quick resolutions encouraging loyalty and repeat collaborations.

### SKILLS

Hardware Maintenance

Software Deployment

Technical Support

Organizational Skills

Team Collaboration

Troubleshooting

Data Management

Equipment Handling

Safety Protocol Adherence

Workspace Organization

Device Testing

Communication Skills

Inventory Management

Problem-Solving User Training

Documentation Management

## LANGUAGES

English Native

Spanish Intermediate

## MY CAREER



● Tech Support Specialist at Advanced Tech Solutions (1.1 Years)

● IT Intern at Tech Innovators Group (10 Months)

## LEADERSHIP & AWARDS

- Recognized as 'Employee of the Month' for outstanding collaboration and support in 2026.
- Contributed to an initiative reducing equipment downtime through proactive maintenance.

## CERTIFICATIONS

- CompTIA A+ Certification 📅 2025
- ITIL Foundation Certification 📅 2026

## PROFESSIONAL AFFILIATIONS

- Active member of the Technology Enthusiasts Club at Springfield Community College.
- Volunteered for local non-profits deploying technology workshops for youth education.

## ADDITIONAL INFORMATION

**Work Status** : Authorized to work in United States. No sponsorship required.

## REFERENCES

AVAILABLE ON REQUEST