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# System Administrator

## About me

Responsible, hardworking, responsive, motivated.

## Work experience

**System Administrator** · Chisinau Kombinat of Cardboard Products in Moldova, "KKKi" · Chişinău

*June 2023 - September 2023 · 4 months*

- Administration of personal computers and peripherals of users;
- Installation and configuration of Wi-Fi routers;
- Support of video surveillance cameras;
- Installation of operating systems (Microsoft Windows XP, Windows 7, Windows 10), necessary software (Microsoft Office, etc.), diagnostics and other service work.

Skills: Support, Live support, Technical support, Setting up user workstation, Setup, System setup, Router setup, Printer setup, Scanner setup, Installing Windows, Installing Office, Installing antivirus, Installing application programs, Pulling network cable, Replacing computer components, Small computer repairs and upgrades, Computer diagnostics, Computer cleaning, Other service works, Surveillance camera support

**Technician Engineer** · Payment terminals in Moldova, "RunPay" · Chişinău

*September 2019 - September 2020 · 1 year 1 month*

- Technical maintenance of the company's payment terminals within and outside the city;
- Monitoring, departure, repair, replacement of components and other service works;
- Inkassation.

Skills: Maintenance of payment terminals, Monitoring, Departure, Repair, Replacement of components, Other service work, Inkassation

**Technician Engineer** · Dairy plant in Moldova, "JLC Group" · Chişinău

*May 2017 - May 2018 · 1 year 1 month*

- Administration of personal computers and peripherals users of

👤 37 years

♂ Male

📍 Chişinău

💰 20 000 MDL

## TOP Skills

- **Other service work** · 6 years
- **Pulling network cable** · 5 years
- **Installing application programs** · 5 years
- **Installing antivirus** · 5 years
- **Replacing computer components** · 5 years
- **Small computer repairs and upgrades** · 5 years

## Preferences

- Full-time
- In-house

## Languages

- **Romanian** · Elementary
- **Russian** · Fluent
- **English** · Elementary
- **German** · Elementary

the company and "JLC Group" holding as a whole;

- Installation of operating systems (Microsoft Windows XP, Windows 7, 8, 10), necessary software (Microsoft Office, etc.), diagnostics and other service works.

Skills: Support, Live support, Technical support, Setting up user workstation, Setup, System setup, Router setup, Printer setup, Scanner setup, Installing Windows, Installing Office, Installing antivirus, Installing application programs, Pulling network cable, Replacing computer components, Small computer repairs and upgrades, Computer diagnostics, Computer cleaning, Other service work, Surveillance camera support

**Technician Engineer** · Multiservice system integrator in Moldova, "DAAC System Integrator" · Chişinău

*December 2015 - March 2017 · 1 year 3 months*

- Participation in the "Novateca" project. Travel throughout Moldova, computerization of rural and urban libraries. Remote support;
- Administration of personal computers and peripherals of users of the company and "DAAC" holding as a whole;
- Solution of technical problems with video surveillance cameras in "Viorica Cosmetic" chain of stores;
- Installation and configuration of Wi-Fi routers;
- Installation of operating systems (Microsoft Windows XP, Windows 7, 8, 10), necessary software (Microsoft Office, etc.), diagnostics and other service works;
- Travel to VIP clients.

Skills: Support, Live support, Technical support, Setting up user workstation, Setup, System setup, Router setup, Printer setup, Scanner setup, Installing Windows, Installing Office, Installing antivirus, Installing application programs, Pulling network cable, Replacing computer components, Small computer repairs and upgrades, Computer diagnostics, Computer cleaning, Other service work, Surveillance camera support

**Telecommunications Engineer** · National telecommunications operator in Moldova, S.A. "Moldtelecom" · Chişinău

*June 2015 - October 2015 · 4 months*

- Internet network projecting;
- Departure and meeting with the client;
- Calculating and agreeing on prices.

Skills: Projecting, Internet, Network, Departure, Client meeting, Calculating and agreeing on prices

**System and web Administrator** · Television channel in Moldova, "TVC21" · Chişinău

*June 2013 - September 2013 · 4 months*

- Administration of personal computers and peripherals of users;
- Installation and configuration of Wi-Fi routers;
- Web site administration and support;
- Assist in the operation of the TV channel and other service work.

Skills: Support, Live support, Technical support, Setting up user workstation, Setup, System setup, Router setup, Printer setup, Scanner setup, Installing Windows, Installing Office, Installing antivirus, Installing application programs, Pulling network cable, Replacing computer components, Small computer repairs and upgrades, Computer diagnostics, Computer cleaning, Other service works, Creation and promotion of websites

**System and web Administrator** · Group of companies in Moldova, "ELAT" · Chişinău

*September 2010 - September 2012 · 2 years 1 month*

- Lease of office and warehouse premises, BC "SIGMA";
- Searching for potential clients, conducting business correspondence, making phone calls, meeting;
- Rent of stores, shopping center "Elat";
- Searching for potential clients, conducting business correspondence, conducting telephone conversations, meeting;
- Administration of personal computers and peripherals of users;
- Installation and configuration of Wi-Fi routers;
- Installation of operating systems (Microsoft Windows XP, Windows 7), necessary software (Microsoft Office, etc.), diagnostics and other service work;
- Creation and promotion of company websites on the platform - Joomla!, Wordpress;
- Updating content, analyzing visits, SEO-promotion, etc.
- Participation in marketing research and projects of the company;
- Analysis of competitors, search for necessary information, report in electronic form.

Skills: Support, Live support, Technical support, Setting up user workstation, Setup, System setup, Router setup, Printer setup, Scanner setup, Installing Windows, Installing Office, Installing antivirus, Installing application programs, Pulling network cable, Replacing computer components, Small computer repairs and upgrades, Computer diagnostics, Computer cleaning, Other service work, Creation and promotion of web sites

**System Administrator** · IT company in Moldova, "Total System" · Chişinău

*September 2007 - September 2008 · 1 year 1 month*

- Administration of personal computers and peripherals of users;
- Installation and configuration of Wi-Fi routers;
- Installation of operating systems (Microsoft Windows XP, Windows 7), the necessary software (Microsoft Office, etc.), diagnostics and other service work;

- Departure and counseling of clients.

Skills: Support, Live support, Technical support, Setting up user workstation, Setup, System setup, Router setup, Printer setup, Scanner setup, Installing Windows, Installing Office, Installing antivirus, Installing application programs, Pulling network cable, Replacing computer components, Small computer repairs and upgrades, Computer diagnostics, Computer cleaning, Other service work, Departure, Consulting clients

## **Desired industry**

- IT, Tech

## **Education: Higher**

**Institute of International Relations of Moldova**

*Graduated in: 2010*

Faculty: Law

Speciality: Jurist