



Yaling Zhang

Entry-Level Help Desk Associate

ABOUT ME

Help desk associates with a strong IT, computer science, and information systems background. Proven track record in troubleshooting complex technical issues, training and mentoring new associates, and managing small-scale IT projects at renowned companies.

PROFESSIONAL EXPERIENCE

IT Help Desk Specialist

Microsoft, Redmond, WA | June 2018

- Troubleshoot and resolve complex technical issues, resulting in a 30% decrease in escalated cases to senior IT staff
- Train and mentor new help desk associates, leading to a 20% increase in first-call resolutions
- Manage small-scale IT projects, consistently completing them on time and 15% under budget

Junior Help Desk Associate

IBM, Armonk, NY | June 2017 - May 2018

- Provided technical support to end-users, resolving 90% of issues without escalation
- Assisted in the training of new hires, improving their troubleshooting efficiency by 25%
- Participated in a project to upgrade the company's help desk software, which improved ticket resolution time by 20%

PROFESSIONAL DEVELOPMENT

CompTIA A+ Certification

CompTIA

Microsoft Certified: Azure Fundamentals

Microsoft

ITIL Foundation Certification

AXELOS

CONTACT



(123) 456-7890



email@example.com



LinkedIn



Seattle, WA 12345

EDUCATION

Bachelor of Science in Information Technology

Massachusetts Institute of
Technology, Cambridge, MA

Bachelor of Science in Computer Science

Stanford University, Stanford, CA

Bachelor of Science in Information Systems

University of California, Berkeley,
CA

KEY SKILLS

- Customer service
- Network systems
- Technical troubleshooting