

Christopher Williams

Carmichael, CA 95608

▪ (916) 396-2714

▪ chris@christophercarlwilliams.com

Dear Hiring Manager,

My name is Christopher Williams. I am requesting a couple minutes of your time to read my cover letter for the computer technician position in your company. I have 13 years of consumer computer repair experience as a freelance computer technician. In these past 13 years, I have helped my client's by providing technical services such as diagnostic, repair, malware removal, and hardware/software updates. As for as my education, I have an associate degree in graphic design along with being A+ certified. I stay current in technology by reading technology blogs, watching technology videos like lynda.com or ITPro.tv and taking information technology courses at junior community college.

I am skillful in

Computer Repair

Computer Networking

Malware Removal

Social Media Management

Website Design & Development

Web Administrator (Linux Lamp stack)

Technology Trainer

On a personal level I am fun, reliable and patient. I am capable of adapting to fast-paced environments. And I take criticism well. Technology is one of my favorite passions. I love keeping up-to-date on all of the new technology trends and helping my clients to understand technology. I am highly organized and pride myself on being extremely attentive to my work. I have a can-do attitude I am self-motivated and have strong time management process. Most importantly, I am a team player. Let's set up an interview. I welcome the chance to discuss my skills, abilities and to get more details about your IT Specialist slot for your company.

Best Regards,
Christopher Williams

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SKILLS

- Creative thinker who is results oriented
- Stays up to date with technological information
- High troubleshooting and analytical abilities
- Extensive computer installation and maintenance experience
- Exceptional organizational aptitude
- Knowledge of Windows, Linux, Mac OS, MS Office, Adobe CC, WordPress, Catapultk 12, Clover Site, HTML, CSS, JAVA Script and UI Development
- Experienced in Video Production, Photography Video Editing, Presentation Design & Animation

QUALIFICATIONS

- Performed troubleshooting and repair services, including hardware and software, network and peripheral equipment problems
- Assisted users with access, monitored user sign-in, network log-on, and computer usage
- Installed and performed computer maintenance, software upgrades, applied critical security upgrades and hot fixes to Windows systems
- Established rapport and maintained a positive working relationship with administrators, faculty, staff, students and private customers
- Provided technical support by conducting computer diagnostics to investigate and resolve problems
- Delivered superior customer service while adding value to the customer experience
- Engaged in problem-solving, monitoring and installing data communication equipment and software
- Maintained customer records, accounting databases, and constantly seeking new ways to improve

EXPERIENCE

Freelance Computer Technician
WilliamsTech

02/2003 - Present
Sacramento, CA

Computer Center Technician
Cobblestone Elementary

08/2017 – 05/2018
Rocklin, CA

EDUCATION/TRAINING

American River College
Coursework in Computer Networking Management

Sacramento, CA

National Training Institute
Computer Service Technology Certificate of Completion

Sacramento, CA

CompTIA
A+ Certified

Sacramento, CA

International Academy of Design Technology
Associate of Applied Science in Graphic Design

Sacramento, CA

Christopher C Williams

has successfully completed the requirements to be recognized as



COMP001003977434

CANDIDATE ID

February 07, 2006

CERTIFICATION DATE

A handwritten signature in black ink, appearing to read "TThibodeaux".

TODD THIBODEAUX, PRESIDENT & CEO

Code: 0KX79S016GQ1YCHE

Verify at: <http://verify.CompTIA.org>