

Tom Nguyen

tndallas9517@gmail.com | 214-862-3836 | Dallas, TX | <https://github.com/txn9517>

CompTIA A+ certified with hands-on experience in hardware, software, Windows, peripheral installation, and computer assembly, seeking an entry-level technical role. Skilled in front-end development using HTML, CSS, Bootstrap, and JavaScript. Flexible, but accountable team player with strong communication skills. Eager to apply foundational knowledge, contribute to a dynamic IT team and grow professionally in the field.

EDUCATION

A+ 1101 & 1102 Certificate CompTIA	November 2024
Google IT Support Professional Certificate Coursera	December 2023
Bachelor of Science in Information Systems University of Texas-Arlington	December 2020

SKILLS

IT Support & Hardware: Troubleshooting, Computer Assembly, Peripheral Installation, Software Installation, Windows OS

Programming & Databases: HTML, CSS, JavaScript, Python, Java, SQL, Database Management

Software & Tools: Microsoft Office Suite (Word, Excel, PowerPoint, Outlook), Google Drive

Soft Skills: Communication, Teamwork, Problem-Solving, Adaptability, Customer Service

WORK HISTORY

Sales Associate Office Depot	April 2024 – Present
- Completed customer orders in OPC with accuracy and care - Managed time efficiently in a fast-paced role by balancing multiple tasks and prioritizing responsibilities - Effectively communicated with diverse customers to understand project needs and resolve issues	

STUDENT ORGANIZATIONS

Member UTA Volunteers	Volunteered at various events around the community: Habitat for Humanity, Fort Worth Air Show, Walk to End Alzheimer's
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