
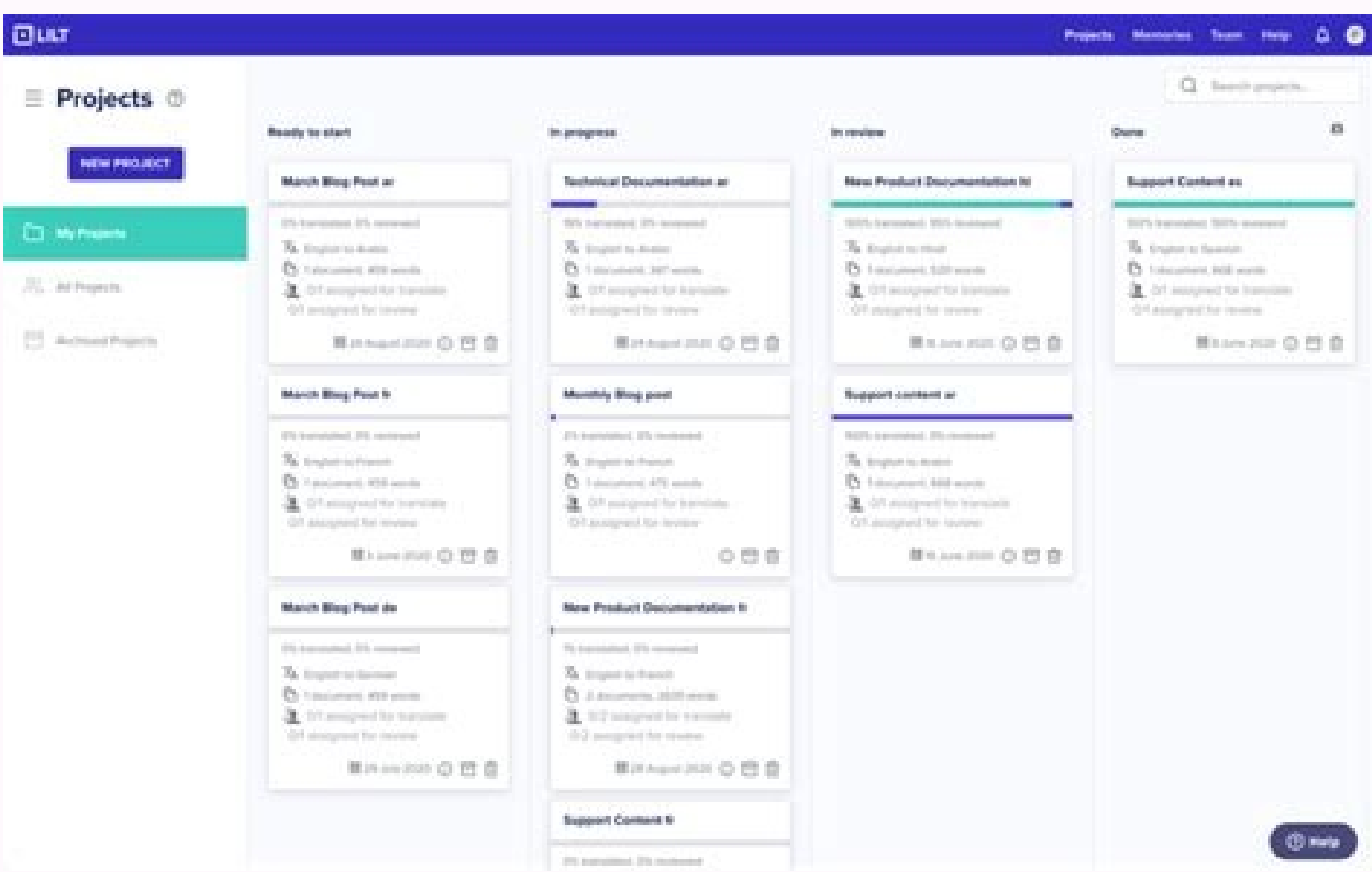


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OFFICE ASSISTANT

your.name@gmail.com (XXX) XXX-XXXX 142 Your Address Blvd
City Name, CA XXXXX

[Today's Date]

[Hiring Manager's Name]
[341 Company Address]
[Company City, State XXXXX]
[(XXX) XXX-XXXX]
[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Manager's Name],

I am interested in applying for the full time position as an Office Assistant as posted on (Website). Enclosed is my resume for your reference.

I completed my Bachelor's degree in Sociology in February of 2007. Since then, I've accrued seven years of administrative experience. During that time, I've gradually built a strong foundation of knowledge regarding the various tasks and duties required of an office assistant. For instance, I'm now deeply familiar with Microsoft Office and other office management software, and have developed a suite of efficiency tools to keep an office organized and on task.

Working as Head Office Assistant at Omega Corporations has prepared me to meet the challenges of a managerial role in a professional office environment. One example of how I exceeded expectations as an employee is when I simplified the process of data retrieval for my managers - saving the company \$24,000 in annual labor costs. I was also responsible for supervising and training a staff of three regular clerks and four interns. I believe that, equipped with my proven managerial skills and cost cutting abilities, I can contribute effectively to your company and be a valuable employee.

Additionally, I worked at Land's End Industries where I handled the payroll activities for 60+ employees, answered an average of 40 calls per day, and improved our customer service rating 15% by training employees in new service techniques. Throughout my tenure I was known for taking the initiative, embracing challenges, and overcoming obstacles.

I would be thrilled to have an opportunity to personally interview with you. Please feel free to contact me at your earliest convenience. Thank you for your consideration.

Sincerely,

[Your Name]

Muzar Usmani

323-C Crowells Road, Highland Park, NJ 08904
732-319-4736, uzmuzar@gmail.com

Data Center Technician - Junior Level Network Administrator

Data Center Support Technician Professional; junior level network administrator; knowledgeable in hardware, and software. PC network support including installations, upgrades, configuring, monitoring, troubleshooting, and maintenance; strong team and individual contributor, excellent interpersonal and problem solving skills.

TECHNICAL SKILLS

- Extensive experience working in Data Centers for large scale projects using related testing devices
- Knowledgeable in Networking, IP Addressing, VLSM, VLAN, OSI Model, Cisco Routers and related protocols Rip, Ospf, Eigrp and TCP/IP IPv4 and IPv6
- Knowledge and understanding of Microsoft Server 2012, Microsoft Word and Excel
- Experience in installing and configuring Client Servers, various peripherals devices: Cisco routers, Switches, Printers, Drivers
- Ability to terminate and test data/telephone and fiber optic cables
- Interpret blue prints and patching schedules
- Certifications: A+, (NET+, MCSA, CCNA - pending)

PROFESSIONAL EXPERIENCE

AVTECH, SOUTH PLAINFIELD, NJ

Network Technician

2014-

- Installed security systems, data and phone lines as well as testing using testing equipment for the projects. Performed tune-ups, troubleshoot, upgrade software, and install various peripherals and devices for the clients.

STAR-LOW COMMUNICATIONS, WHIPPANY, NJ

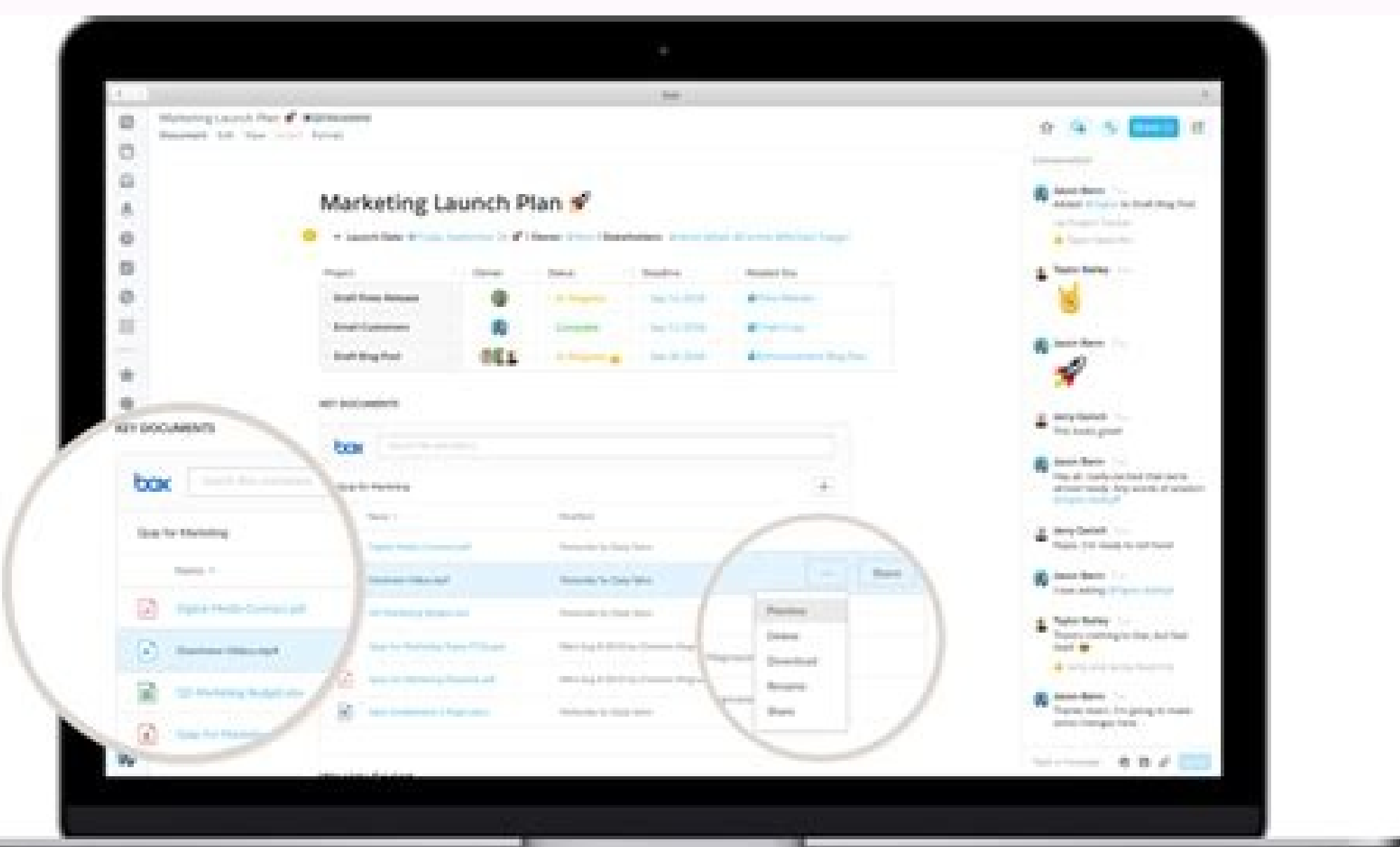
2005-2013

Telecommunications Technician

- Installed security systems, data and phone lines, fiber optic cable installations as well as testing using fiber and copper testing equipment for the projects, which included, Giant Stadium, New Jersey Jets Training Center, Newark Liberty Airport as well as the Federal Reserve

MDCC, SOUTH AMBOY, NJ

2003-2005



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