

Aleksandr Harutyunyan

Glendale, CA 91205 • (747) 306-0204 • harutyunyan.aleksandr@gmail.com • www.linkedin.com/in/alex-it-specialist

Skills

- **Technical Support & Troubleshooting:**
Windows 7–11, MacOS, Office 365
PC builds, hardware diagnostics, peripherals
- **Systems Administration:**
Active Directory, TCP/IP, DHCP, DNS, Windows Server
Internal networks and email systems
Equipment inventory management
File servers, printers, scanners, and device setup
- **Web & Design Tools:**
WordPress, basic PHP/HTML/CSS
Adobe Photoshop, CorelDRAW
- **Productivity & Documentation**
Microsoft Office Suite
Google Workspace
PDF editing, form creation, and digital archiving
- **Professional & Soft Skills**
Analytical and critical thinking
Time management and task prioritization
Attention to detail and accuracy
Customer service and administrative support
Confidential data handling & security
Fluent in English, Armenian, and Russian

Work Experience

IT Specialist / IT Technician / Web Designer

02/2007 – 11/2022

Law Institute of the Ministry of Justice

Yerevan, Armenia

- Led a team of IT professionals providing user support and troubleshooting services
- Maintained and supported a network of 100+ computers and servers across departments
- Installed and configured operating systems, printers, routers, and projectors
- Managed Active Directory, email systems, and internal networking
- Built and maintained an intranet site and LMS
- Provided remote support and user training, including conference and AV setup

Office Support Assistant (TempLA program)

04/2024 - Present

Los Angeles County

Los Angeles, CA

- Organized, scanned, and digitally archived internal documents
- Troubleshoot technical issues with printers, scanners, and staff computers

Volunteer

06/2023 - 04/2024

Los Angeles County Office of Education / GAIN Division

Los Angeles, CA

- Provided remote technical support via phone and TeamViewer
- Configured and maintained student computers and classroom devices
- Configured and maintained student computers and classroom devices
- Edited and structured shared folders and PDF forms

Education

Glendale Community College

Information Technology (In Progress)

Glendale, CA

Yerevan State University

Bachelor's Degree

Yerevan, Armenia

Special Physics-mathematical School N1

High School Diploma

Yerevan, Armenia