

Thomas Kiss

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A qualified **IT Professional** with valuable experience in supporting small and medium organisations, currently working as a freelancer in the educational (20+ years in adult – vocational – education) and IT sector. Passionate about hardware and SOHO networking with excellent skills to work individually and the ability to be creative to achieve desired goals and meet deadlines. Now seeking IT Teacher/Desktop Support Analyst/Computer Repair Technician role to utilise and evolve existing skills and experience, to try out myself in new environments.

KEY SKILLS

- Decades of teaching experience
- Microsoft Office – both as a teacher and as an expert
- Punctuality
- Work ethic
- Analytical mind
- Proactivity
- Critical thinking
- System approaching
- Exceptional attention to details – especially in programming
- Fast learning of required technologies
- Hardware and maintenance experience
- Weak-current network building (SOHO)
- HTML, CSS, Javascript, PHP, SQL
- Independent problem solving

WORK EXPERIENCE

Freelance IT teacher, Hungary – Educational sector

2005–Present

- Conduct corporal trainings and further education training courses for adults about computer usage, SOHO networks, hardware, maintenance, write and debug computer programs.
- Train office workers, how to use their programs on higher level.
- Conduct ECDL, MS Excel (20 and 30 hours) and other MS Office trainings.
- Conduct programming courses for beginners (HTML, CSS, Javascript, PHP, SQL).
- Conduct full system administrator courses (networking – including CISCO Packet Tracer –, programming, troubleshooting and fixing).
- Put together the syllabus occasionally.
- Teach the theoretical material.
- Run the practices.
- Put together the exam tasks and conduct the exams.

Freelance system administrator and network builder, Hungary – IT sector

2010–Present

- Diagnose and resolve hardware and software problems of several companies – including administrator offices and classrooms.
- Provide desktop support to all users of more than one company IT systems in person to resolve day-to-day hardware, software and network issues.
- Carry out off-site visits to carry out installation and maintenance.
- Provide support and training to users for printing and imaging devices plus other special hardware.
- Configure and deploy new PCs to company build standards.
- Keep abreast of new and emerging technologies, making recommendations where appropriate.
- Design, build and maintain SOHO networks for companies and individuals.

Network builder, Telemarker Ltd., Hungary – IT sector

2005–2010

- Build and configure weak-current networks for offices (e.g. phone extensions and SOHO networks).
- Install connectors (RJ45, RJ11).
- Set up and program switches and routers.
- Install and configure telephone PBXs.
- Remotely manage the installed PBXs and routers from the office.

Teacher and System Administrator, Fazekas Mihály High School, Hungary, Debrecen – Educational sector 1998–2005

- Teach operating systems, office software, computer and Internet usage.
- Improve and maintain the computer network of the school.
- Maintain the mail server, file server and web server of the school.
- Install and set up software.
- Find and fix hardware and network malfunctions/errors.

Education and Qualifications

1999 **Teacher of Informatics (BSc)** – Eszterházy Károly University, Hungary

1994 **System Designer** – University of Debrecen (former Kossuth Lajos Tudományegyetem), Hungary

Key Achievement

High level of written English – Published translator of cca. 100 English novels to Hungarian (see at Goldbook Publishing House, Szukits Publishing House and Ulpus Publishing House).

Personal Reference in New Zealand

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