

# OANCEA SORIN - GEORGE

## IT ADMINISTRATOR



## SUMMARY

Hard-working professional with over 10 years of experience and proven knowledge of desktop technology, web design, photography and troubleshooting. Having the ability to quickly learn new skills and adapt to new systems, procedures and environments I am aiming to leverage my skills to successfully fill the role at your company.

## EXPERIENCE

### IT DESKTOP ADMINISTRATOR

*Sykes Enterprises, Inc., Brasov, Romania / Mar 2018 - Present*

- Accurately testing, identifying, repairing, resolving, and documenting end-user technical issues regarding desktop, laptop, server & telephony support devices.
- Provided general system administration support (Diagnosis, optimization, security) for the desktop infrastructure.
- Troubleshooting and resolving software issues; reimaging computers/hard drives Backing up and restoring settings and associated systems administration activities.
- Categorize and prioritize end-user support requests and service requests by utilizing a ticketing system to track tickets and provide up-to-date status and information.
- Monitored servers for efficiency and utilization and administration of Active Directory.

### PHOTOGRAPHER

*Ora O Art Gallery, Brasov, Romania / Jan 2017 - Feb 2018*

- Adjust apertures, shutter speeds, and camera focus based on a combination of factors such as lighting, film type and speed.
- Use traditional or digital cameras, along with a variety of equipment such as tripods, filters, and flash attachments.
- Conducted photoshoots of paintings and other works of art, people and special events.

### PRINT PRODUCTION SPECIALIST

*Yolans COM, Brasov, Romania / Jul 2016 - Jan 2018*

- Create and coordinate all graphic design including initial concepts, revisions and editing proofs.
- Fix and perfect existing customer art files to prevent any issues in production.

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## BRIEFLY ABOUT ME

I am a highly motivated and ambitious person with a great sense of humor. I have two young beautiful daughters and a lovely family. I've decided to move to Sweden with my family for the education system and culture. When I'm not working, I like to be physically active and I am also a photographer.

## EDUCATION

### JURIDICAL, ECONOMIC AND ADMINISTRATIVE SCIENCES, UNIVERSITY OF "SPIRU HARET" BRASOV

*Bachelor of Management 2018*

### EUROPEAN COLLEGE OF ECONOMICS

*Bacalaureate Degree in  
Mathematics-Informatics 2006*

## ADDITIONAL SKILLS

- ★★★★★ Operating systems
- ★★★★★ Office Suite
- ★★★★☆ Graphic design
- ★★★★☆ Data visualization
- ★★★★☆ Web design

- Operate– 2400mm grand format printer Mutoh's ValueJet 2638X to produce of long-term outdoor prints, posters, backlit signage, wall coverings, point-of-sale displays, vehicle graphics, stickers and durable photorealistic prints for indoor use.

### **IT AND PHOTOGRAPHY MANAGER**

*Magna Pecunia, Brasov, Romania / Apr 2014 - Jun 2016*

- Purchase, assemble, install and maintenance necessary equipment.
- Review and approve all systems charts and programs prior to their implementation.
- Consult with users, management, vendors and technicians to assess computing needs and system requirements.

### **IT EXECUTIVE MANAGER**

*Netlive 2007, Bucharest, Romania / Mar 2009 - Apr 2014*

- Review project plans to plan and coordinate project activity.
- Direct daily operations of department, analyzing workflow, establishing priorities, developing standards and setting deadlines.
- Develop or update project plans for information technology projects including information such as project objectives, technologies, systems, information specifications, schedules, funding, and staffing.

### **IT CONSULTANT**

*Domo, Bucharest, Romania / Aug 2008 - Feb 2009*

- Direct daily operations of department, establishing priorities, developing standards and setting deadlines.
- Handled the tasks of selling different hardware as well as peripherals to customers.
- Responsible for preparing status reports including follow-up and closings.

### **QUALITY ASSURANCE GAME TESTER**

*Electronic Arts, Bucharest, Romania / Mar 2008 - Jul 2008*

- Using computers and computer systems to document software defects, using a bug tracking system, and report defects to software developers.
- Identifying the underlying principles or facts of information by breaking down information or data into separate parts.

### **FREELANCE ACTIVITY**

[showcase.sorinoancea.com](http://showcase.sorinoancea.com)

- Conducted professional photoshoots for events and products
- Web design and web building for several domains
- Graphic designs for marketing purposes of several businesses

### **LANGUAGE**

English - Business Level speaking, reading and writing

Swedish - Beginner Level speaking, reading

Romanian - Mother tongue

### **CERTIFICATIONS**

IELTS (International English Language Testing System) from British Council

Google Digital Workshop

Driver License **AM, B1, B** category

### **SOFTWARE**

Active Directory

SharePoint

Office 365

Adobe Suite

CaptureOne

CorelDraw

WordPress

VMware

pfSense firewall

Windows server