

COMPUTER REPAIR TECHNICIAN

Computers 4 Us
181 Elm Rd. NE
Warren, Ohio 44483
www.computers4us.com
computerz4us@aol.com

Phone: 330-373-0990
Fax: 330-373-0991

JOB DETAIL

Computer Repair Technician (Internship)

Company or Recruiter	Computers 4 Us
Industry	Internet
Function	Computer Repair Technician
Location	Warren, Ohio
Position Level	Entry Level
Position Type	Summer Internship
Intern Paid	No

- **OPPORTUNITY**

A great chance for a highly motivated and technically skilled person to gain hands on experience by working on all types of computer systems and seeing how hardware works differently in all types of circumstances.

POSITION

- Internship will cover learning and practical experience in the following areas:
 - How to Identify all types of Computers inside and out
 - How to Repair and Maintain PC Equipment
 - Printed Circuit Board ID and Grading Skills
 - Proper handling of Electronics on a regular basis
 - Many Practical Business Computer Skills
 - Communication Techniques

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- Everyday Business Operations
- Materials Handling
- Shipping / Receiving Materials
- Organization
- Knowledge in Relation to Recycling PC's/Electronics and Protecting our Environment
- Manage day-to-day computer support and networking problems within the computer lab
- Install and configure workstations
- Install various software applications on Windows workstations
- Assist with home and office repair calls

- BENEFITS

- Letter of recommendation from the CEO of the company, upon successful completion of the internship assignment.
- Excellent resume builder - real world experience.
- College credits, for participating universities.
- Possibility of future employment.

- SKILLS AND ABILITIES

The candidate must demonstrate the skill and ability to:

- Think logically and be able to articulate thoughts in a clear, concise manner.
- Comfortably work both individually and as part of a remote workgroup.
- Take ownership of assignments and see them through to completion.
- Know when to ask questions or ask for help.
- Efficiently manage several (small) concurrent assignments.
- Quickly learn and adapt when dealing with unfamiliar systems, applications or processes.
- Be able to communicate clearly and effectively with managers and co-workers.
- Meet deadlines and complete work in a timely and efficient manner.
- Display exceptional follow-through, personal drive and the desire to make a difference.

- -3-Month commitment, with minimum of 8-10 hours per week.
- Specific internship positions may be available on a year-round basis

Please make sure you have read and understand our requirements before submitting your resume.

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APPLICATION

STUDENT INFORMATION

NAME (last, first, middle) _____

CURRENT ADDRESS _____

CURRENT TELEPHONE _____ DATE OF BIRTH ____ / ____ / ____ M __ F __

SCHOOL, COLLEGE OR UNIVERSITY

Name _____

Major _____ GPA _____

Expected Date of Graduation _____

Approximate Dates of Availability for Internship _____

I am applying for:

Internship _____ Administrative Assistant _____ Computer Repair Technician _____ Database Management _____
Website Design _____ Girl's Voices Program _____ (Ages 7-13)

SPECIAL SKILLS (Attach resume, if applicable)

Computer Skills

Office Skills

