



Olivia Martinez

Junior Network Administrator Intern

CONTACT

(312) 555-6789
olivia.martinez@gmail.com
United States, Chicago, IL

EDUCATION

Bachelor of Science in Information Technology (Networking Focus)

University of Illinois at Chicago,
Graduated: May 2025

Certifications

- Cisco Certified Network Associate (CCNA) – Routing and Switching, July 2024
- CompTIA Network+ Certification, June 2024

PROFESSIONAL SUMMARY

Highly motivated and detail-oriented Network Administrator with a solid foundation in IT infrastructure, troubleshooting, and network security. Recent graduate with hands-on experience through internships and personal projects seeking to apply technical skills in a dynamic network administration role.

EXPERIENCE

Junior Network Administrator Intern 2025 - Now Tech Solutions, Chicago, IL

- Assist senior network administrators in monitoring and maintaining LAN/WAN infrastructure for multiple client organizations.
- Support troubleshooting of network issues, including connectivity problems, performance degradation, and hardware failures.
- Help configure and deploy switches, routers, and firewalls for secure and optimized network performance.
- Participate in the setup and administration of server environments.

IT Support Intern 2024 - 2025 Citywide IT Services, Chicago, IL

- Provided technical support for clients experiencing hardware and software issues, including network connectivity problems.
- Managed user accounts and performed password resets in Active Directory, troubleshooting issues related to network access.
- Assisted in configuring and supporting Wi-Fi networks, ensuring secure and stable wireless connections.
- Collaborated with team members to resolve technical issues and ensure excellent customer service.

SKILLS

LAN/WAN configuration and management	★★★★★
Network troubleshooting and diagnostics	★★★★★
Firewall and security protocol management	★★★★★
Active Directory administration	★★★★★
VPN configuration and troubleshooting	★★★★★
Server and workstation setup and maintenance	★★★★★
Knowledge of routing protocols (OSPF, EIGRP, BGP)	★★★★★
Microsoft Windows Server administration	★★★★★

