

Rajendra Singh

Queens, NY

+1 (347) 295-6536 rajendrasingh20082008@gmail.com

Objective

Seeking a position where I can contribute to a team, provide excellent service, and continue developing my technical and professional skills in a positive work environment.

Experience

Community Volunteer

- Assisted and leaded with organizing and setting up community events.
- Worked effectively with volunteers and staff to complete tasks.
- Supported event operations to ensure a positive experience for visitors.

Technology Support Volunteer

- Assisted community members with basic computer and device troubleshooting.
- Installed software updates and configured devices for users.
- Helped improve users' confidence with computers and digital tools by teaching.

Information Technology & Technical Support

- Computer troubleshooting and repair.
- Device setup and configuration.
- Helping users solve technology problems and trained users.

Skills

- Information Technology: Computer Troubleshooting & Repair, Device Setup & Configuration, Software Installation, Tech Support & Training.
- Core Competencies: Leadership, Customer Service, Problem Solving, Communication, Teamwork, Time Management, Organization, Critical Thinking, Adaptability, Attention to Detail, Fast Learner, Reliability, Multitasking, Responsibility, Professionalism, Strong Work Ethic, Collaboration, Positive Attitude, Task Management, Conflict Resolution.

Work History

Youth Advisory Board Leader, Jamaica Community Partnership, New York, 2023

Owner, Smart Tech Solutions, New York, 2022

Education

Software Engineering, Hillcrest High School, New York

Computer Science, Queens Borough Community College (CUNY), College Now, New York, 2025

References

References are available on request.