

EMPLOYMENT OBJECTIVE

A management / leadership position in the Information Technology industry where my experience and background can be utilized to contribute to the expansion of business development, productivity and increased revenues.

CERTIFICATIONS & ACADEMIC QUALIFICATIONS

- 2010 Kantech Corporate Certified. Fort Myers, Florida
- 2010 A.A., General - Edison State College. Naples, Florida
GPA: 3.85. *Dean's List*
- 2010 MCAS - Microsoft Certified Application Specialist Master
Microsoft Word 2007 Specialist
Microsoft Excel 2007 Specialist
Microsoft PowerPoint 2007 Specialist
Microsoft Access 2007 Specialist
- 2010 MCP - Microsoft Certified Professional
- 2009 CompTia A+ Certified IT Technician
- 2009 Certificate of Completion - Small Business Sales and Marketing Skills Assessment.
Microsoft Small Business Specialist Community
- 2008 H.S. Diploma - Naples High School. Naples, Florida
GPA: 4.18. *Graduated with academic honors.*
- 2006 Certificate of Achievement - National Youth Leadership Forum. San Jose, California
Traveled to San Jose, CA for nine days of real world projects and experience, leadership seminars, and inspirational speaking events. Was introduced to technology industry professionals including Steve Jobs (CEO of Apple Inc.).

LICENSES

- 2009 Security Class D License
Kent Security Services
- 2009 Florida Notary Public
- 2007 Amateur Radio Technician License
American Relay League

TECHNICAL EXPERTISE

- 70 WPM Typing Speed
- Languages: HTML, PHP, CSS, JavaScript, ActionScript, VB6
- Databases: MySQL, Microsoft Access
- Platforms: Windows 95/98/ME, Windows NT/2000/XP, Windows Vista, Windows 7, Windows Server 2003, SBS 2003 and 2007, Debian Sarge 3.1 (Linux), Gentoo (Linux), FreeBSD
- Applications: Microsoft Office 2002, 2003, 2007 (Word, Excel, PowerPoint, Access, Outlook, FrontPage, Publisher), Adobe CS4 (Dreamweaver, Flash, Photoshop, Fireworks, Acrobat, Audition), Microsoft Works Suite, Shelby Systems Software

WORK HISTORY

- 2002 - Present **Owner/Operator** - Synergy Incorporated. Naples, Florida
- Computer and equipment set up, troubleshooting, repair, tutoring, and networking.
 - Website design and maintenance in accordance with customer specifications.
 - Setup and administration of website, webmail, exchange, and file transfer protocol servers.
 - Provider of Linux Webhosting and Hosted Exchange.
- 2006 - 2010 **Information Technology and Internal Security Manager** - New Hope Ministries. Naples, Florida
- Repair and maintenance of computer systems
 - Administration of domain level user accounts, shares, and access permissions in a Windows Server 2003 Small Business Server environment.
 - Provision of day-to-day technology support for company employees.
 - Participation in pricing and contract negotiations.
 - Configuration and maintenance of routers, firewalls, domain name services, exchange, web, and file transfer protocol services.
 - Planning and prioritizing daily work load under minimal supervision of direct supervisor, successfully completing all projects on time and under budget.
 - Provision of Technical Setup, Recording, Mastering, and Duplication services for concerts and community functions.
 - Cat5 & Cat6 termination and in-wall installation.
 - Responsible for security of the building, including issuance of alarm system codes and building keys.
 - Responsible for lock rekeying and key duplication.
 - Maintenance of alarm system logs and key issuance records.
 - Installation and Operation of Kantech Corporate access control security system.

VOLUNTEER WORK

- 2001 - 2006 **Media Department Volunteer** - New Hope Ministries. Naples, Florida
- Built, maintained, and repaired computer systems to improve speed, reliability, and efficiency of operation. Assigned user accounts and granted permissions to shared resources in a Windows Server 2003 Small Business Server environment. Monitored available disk space to ensure sufficient space for regular operations. Functioned as an audio technician and ran a broadcast quality 48 channel analog and digital sound system.

REFERENCES

Ray Heffernan, Owner
Twice As Nice, Inc.
239-596-4055

Rev. Jonathan M. Loerop, Pastor
Cypress Wood Presbyterian Church
www.CypressWoodPCA.com
239-353-8444

Mary Ambow, Office Manager
Blue Skys Co Op, Inc.
239-643-1077

Tim Miller, Owner
Collier-Lee Appraisal, Inc.
239-352-6440