

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

- B.S., Computer Information Systems (in progress) - Florida Gulf Coast University
GPA: 3.94. (*anticipated date of graduation, Spring 2012*).
- A.A., General (in progress) - Edison State College. Naples, FL
GPA: 3.94. Dean's List (*anticipated date of graduation, Spring 2010*).
- 2010 MCAS - Microsoft Certified Application Specialist Master
Microsoft Word 2007 Specialist
Microsoft Excel 2007 Specialist
Microsoft PowerPoint 2007 Specialist
Microsoft Access 2007 Specialist
- 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, FL
GPA: 4.18. *Graduated with academic honors.*
- 2006 Certificate of Achievement - National Youth Leadership Forum. San Jose, CA
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.).

WORK HISTORY

- 2006 - Present **Information Technology Manager and Chief Security Officer** - New Hope Ministries. Naples, FL
- Repair and maintenance of computer systems
 - Administration of domain level user accounts, shares, and access permissions in a Server 2003 SBS 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 ftp 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.

- 2002 - Present **Owner/Operator of an Information Technology based computer business** - Synergy Incorporated
- 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 ftp servers.
 - Provider of Linux Webhosting and Hosted Exchange.

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

LICENSES

- Security Class D License - Kent Security Services, 2009
- Florida Notary Public, 2009
- Pastoral Ordainment - World Christianship Ministries, 2008
- Amateur Radio Technician License - American Radio Relay League, 2007

VOLUNTEER WORK

- 2001 - 2006 **Media Department Volunteer** - New Hope Ministries. Naples, FL
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 Server 2003 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

Pete Smith, Church Administrator
New Hope Ministries
www.NewHopeMinistries.org
239-348-0122

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

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