
EDUCATION, TRAINING, CERTIFICATIONS

Bachelor of Arts, Telecommunication Information Studies and Media – 3.7 GPA Cognate in Business	Michigan State University East Lansing, MI	Dec 2006
Associate in Arts – 3.4 GPA Emphasis in Business	Jackson Community College Jackson, MI	Aug 2004
General Education Diploma	Washtenaw County ISD Ann Arbor, MI	Oct 2001

- Attained CompTia A+ certification in October 1998.
 - Completed a Study Abroad program in the Czech Republic and the United Kingdom.
 - Attended and volunteered for broadcasting and telecommunication conferences and seminars.
 - Excelled in college-level electronics courses.
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HIGHLIGHTS OF QUALIFICATIONS

Technical Skills

- Maintained PBX and phone systems for enterprise-level operations, including administration of voicemail systems and infrastructure management for as many as 500 users.
- Developed and maintained static and dynamic web sites and servers with PHP, Perl, SQL, HTML, Javascript, CSS, and XHTML.
- Monitored and managed mission-critical servers running Novell, Linux, FreeBSD, and Windows NT servers running versions, 2000, 2003 that interacted with workstations running Mac OS X, Linux, Windows 9x, 2000, and XP.
- Installed and maintained public, private, and commercial networks using T1 lines, Ethernet, and wireless Ethernet (802.11a,b,g).
- Authored and implemented security policies to secure information flow on hard copy and computer networks.
- Developed podcast publishing software with Apple Xcode and Applescript.
- Designed and performed building construction during network installations.
- Manufactured electronic micro-controller modules for remote controlled aircraft.

Communication Skills

- Created and facilitated hands-on training for colleagues and supervisors. This included training with Adobe CS, Microsoft Office, Macromedia Studio MX/2004, Windows XP, customer service, phone skills, server administration, and PC/Macintosh/laser printer hardware service.
 - Crafted reports for executive management through detailed weekly database reporting processes.
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EXPERIENCE

Director, Prod. Assistant	WKAR Broadcasting Services	5/2006 – present
President	Undergraduate Communication Association	9/2005 – 8/2006
Help Desk Consultant	Michigan State University Press	1/2005 – 12/2006
Help Desk Consultant	Academic Computing & Network Services – MSU	1/2005 – 5/2006
Computer Consultant	Jackson Community College	9/2003 – 12/2004
IT Consultant	Independent Contractor	9/2002 – present
Help Desk Analyst	McKinley Associates	4/2001 – 9/2002
PC Technician	Computer Medic	12/1997 – 4/2001
