

JOB HUNTER

1645 NE Road
Milledgeville, Georgia 31061
478.555.5555
Email Address

EDUCATION

Central Georgia Technical College, Macon, GA

Diploma, Computer Information Systems (2001-Present)

- A+ Certification (Passed Hardware Service Technician section 220-201)

Georgia Military College, Milledgeville, GA

Associates Degree of Applied Science (1997)

QUALIFICATIONS

- Experience in Customer Service
- Experience in maintaining a LAN Environment
- Able to handle multiple tasks simultaneously
- Skilled in computer installation and maintenance

COMPUTER SKILLS

Software:

Knowledge of desktop operations, configurations, and navigation, Windows 3.1, 3.11, 95, 98, Windows 2000 server, data communication, application support, network protocol and services, client management, and OS installation, basic OS commands, and concepts, file management, print manager, object linking and embedding, customizing Windows, and troubleshooting software failures

Hardware:

Install, troubleshoot, and repair floppy disk drives, CD-ROM drives, power supplies, CPUs, soundcards, video cards, RAM, monitors, printers, identify system components and assemble functional systems, develop and implement preventative maintenance plans, configure data storage devices, optimize memory, knowledge of and practice lab safety precautions

EXPERIENCE

State Prison, Milledgeville, GA

Correctional Officer, (1998-Present)

YDC, Milledgeville, GA

Counselor/Officer, (1995-1998)

References available upon request