Thomas Kalinowski
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Culver City, CA 90230
310-903-0350
tomkalinowski@gmail.com

CAREER SUMMARY
Diverse experience, continual skills development. Strengths in customer service, technical knowledge, troubleshooting, attention to detail, creative resourcefulness, efficiency, and teamwork.
Looking for career IT placement

WORK HISTORY
Self-Employed, *Culver City, CA*   **February 2019 – Present**
Freelance IT Support Technician
- Perform IT related maintenance and upgrades as needed.
- Assist end-users with software questions, updates, and installs.

Self-Employed, *Culver City, CA*   **August 2017 – February 2019**
Freelance Color Retoucher and Production Artist
- Perform various desktop publishing duties as needed.
- Perform photo retouching and digital ad assembly.
- Review work requirements and quote estimates for cost and time.

Lakeshore Learning, *Carson, CA*   **April 2016 – August 2017**
Lead Color Retoucher and Production Artist
- Performed photo retouching for catalogs and product packaging.
- Maintained files and digital assets.

Supreme Graphics, *Hawthorne, CA*   **September *2010 – August 2015***
IT Support and Prepress Technician
- Maintain and troubleshoot PCs and Macs, Linux file server, Servers and printing equipment.
- Configured email settings on Outlook, Apple Mail, Thunderbird.
- Installed and configured software, assisted end-users by providing desktop support.
- Configured cloud access, FTP server connections, extranet, and DAM servers.
- Monitor and manage consumables inventory.
- Performed photo retouching and layout for ads and catalogs.
- Archived files to digital asset management requirements.

MGTL, *Los Angeles, CA*   **July *2006 – September 2010***
Prepress Technician
- Color adjustment, scan and process images, assemble layouts.
- Operate digital printers outputting all jobs and ensure quality, consistency.
- Perform routine maintenance on the plate processor, imager and digital printers.

SKILLS
Certifications: CompTIA A+, Testout PC Pro, Testout Security Pro, Testout ServerPro, CompTIA Security+ (In Progress), Valid and clean CA DLN
Operating Systems: Windows XP–10, Linux, Mac OS, Android, iOS, Windows Server 2012/16/19 Python coding experience.
Software experience: Microsoft Office 2010–O365, Adobe Creative Cloud, Google Cloud Suite, Zoom
Hardware experience: Build, upgrade, maintain, and troubleshoot PC and MAC systems, maintain large-format inkjet, MFP and office laser printers, use electronic test equipment and diagnostic software
Setup and configuration: Cisco Routers and Switches, SOHO Routers/WAP, implementing DHCP, NAT Configure Firewalls, ACLs, DNS, and VPN Clients VMWare and Hyper-V Administration experience, experience with Active Directory, Group Policy, Account Provisioning, FreshDesk experience

EDUCATION
West Los Angeles College, *Culver City, CA*
        — A.S. Computer Network & Security Management 2020, Honors: Cum Laude, President's List
California State University Long Beach, *Long Beach, CA*
        — B.A. Art 2017

Thomas Kalinowski
Culver City, CA
(310) 903-0350

May 28, 2020

Z Networks
1875 Century Park E, Suite 680
Los Angeles, CA 90067

To Whom It May Concern:

I am writing to express interest in the position of IT Technician with Z Networks at the Beverly Hills
location.

Working on a team with Z Networks sounds like an amazing opportunity. I would love to contribute my
knowledge and skills in helping clients operate more efficiently. The bonus for me is the satisfaction of
dedicating a career with a company that values its employees while working in an environment that is
dynamic and exciting.

I believe my qualifications are well suited for this position. I am proficient in maintaining and
troubleshooting PCs, Macs, mobile devices, and printers. I also have experience with network and
hardware troubleshooting, and conducting software training. My past work in the creative field
combined with technical training gives me the unique ability to communicate with end-users of diverse
backgrounds and varying comfort levels with technology. I strive to maintain a professional
demeanor, and am comfortable interacting with people to resolve technical issues in a respectful and
pleasant manner.

I have much to deliver in the position of IT Technician. I welcome an opportunity to discuss how I may
contribute my diverse experience, passion, integrity, and work ethic to Z Networks.

Thank you for your consideration.

All the best,
Thomas Kalinowski