|  |  |
| --- | --- |
| **Damon Gardea** | **Gardeaz@outlook.com**  **Cell: 702-583-9882** |
| **OBJECTIVE**  **“ To work for a Professional Company that utilizes my skills, knowledge and provides a challenging and diverse work atmosphere ”**  **EDUCATION**  **American College of Technology –** Computer Sciences. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_** July 2013 - Nov 2013  **University of Phoenix -** Computer Sciences. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_Feb 2005 - July 2005  **CCSN -** Computer Sciences. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_** Sep 2002 - Jun 2003  **United States Army Health Academy -** Licensed Nursing program. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_June 1995 - Jul 1996  **EXPERIENCE**  **IT Contractor.** Nov 2019 – Nov 2019  **Signature Consultants**. Univision TV. Las Vegas, NV.  **Cat-5 Cable Technician**, **Univision TV** - 20th Latin Grammy’s at the MGM Grand Arena. -Temp-  **Universal Home Tech.** Mar 2018 – Sept 2019  **Cox Communications**. Las Vegas, North Las Vegas, NV.  **Universal Home Installation Technician,** Cox Residential Products**. Telephone, Internet, Home Security Automation products, Hand, Power Tools, Extension Ladder, Viavi Test Meter, OSHA 10 Certified**. -FT-  **I.T. Field Service Technician.** May 2017 – Oct 2017  **H&R Block**. Las Vegas, North Las Vegas, Boulder City, Pahrump, NV.  **I.T. Field Service Technician for H&R Block Service Offices. Software, Hardware Installation** & **Maintenance. I.T. Equipment, Card Reader & Scanner Upgrades-Replacements. Win 7. Setup & Shutdown Offices-Classrooms. Maintained Offices** during off season. **Disposal of Equipment**, **Documentation. -**Seasonal**-**  **I.T. Network Admin.** May 2015 – Mar 2017  **ProCare-RX**. Las Vegas, NV.  **I.T. Network Administrative support** for ProCare-RX **Call Center** / **Mail Order Pharmacy**. **Help Desk Support, Setup, Initial Hardware Software Installation, Win 7, 8.1, Office 2016, Proprietary Software. Active Directory, Mitel Phone System, Contivio, Citrix. Security Access Control system, FOBS, Security Cameras, Inventory. Office, Building Maintenance.** -FT-  **I.T. Tech** Nov 2014 – May 2015  **Dotty's Casino**. North Las Vegas, Las Vegas, Pahrump, NV.  **Remote & Onsite I.T. Support** **Technician** for Dotty's Casino locations. **Security surveillance systems, Cameras. Break/Fix Equipment, POS, Office Pc’s. Printers, Scanners, Card Embossers**. **Win XP, 7,** **Active Directory, SQL.** -FT  **I.T. Contractor** Aug 2014 – Nov 2014  **3i Communications.** Cox Communications. North Las Vegas, NV.  **Remote I.T. Technical support** **Contractor** for Cox Communications.  **Win 7. Active Directory. Mobile devices, Android, iOS. Tablets, Cell Phone.** **Avaya systems, Citrix, RSA Tokens, Cisco, VPN.** -Temp-  **I.T. Contractor** Mar 2014 – Mar 2014  **Robert Half Technologies.** The Venetian, Palazzo Casino, Las Vegas, NV  **I.T. Contractor. Migration of Win XP to Win 7**. **Help Desk** **Support**. **Equipment maintenance, Inventory.** -Temp-  **I.T. Tech Analyst II** Jan 2014 – Feb 2014  **Robert Half Technologies**. Las Vegas Valley Hospitals. Las Vegas, NV  **I.T. Tech Analyst II Contractor. Migration of Win XP to Win 7**. **Help Desk** **Support**. **Equipment maintenance, Inventory.** -Temp-  **I.T. Consultant** Mar 2013 – May 2013  **Skybridge Resources.** Wyndham Resorts. Las Vegas, NV. Myrtle Beach, SC. Sedona, AZ. Oceanside, CA. San Diego, CA. Angels Camp, CA.  **I.T. Consultant. Migration of Win XP to Win 7**. **Help** **Desk Support**. E**quipment Maintenance. Active Directory, Inventory, Shipping, Receiving.** -Temp-  **I.T. Property Tech.** Las Vegas, NV Oct 2012 – Mar 2013  **I.T. Stations Casino’s Property Technician. Break/Fix KIOSKS, POS, WINTIM, DART Systems. Remote Access. Re-imaging Win OS. Maintenance on Printers, Cashier Scanners, Card Embossers**. **DELL, HP Laptops, PC’s. Security Cameras,** **Active Directory. Win XP, 7, PE.**  **Konica-Minolta, Cannon**, **Toshiba Printers. Inventory**, **Equipment Storage.** -FT-  **Windows Network Administrator** Las Vegas, NV May 2010 – Aug 2012  **Windows Network Administrator** for **Las Vegas Urban League and WIC State Offices.**  **Helped Maintained WAN/LAN Network Infrastructure. Microsoft 2008 server,** **LAN/WAN, Switches, Routers**, **UNIX Untangle Firewall. Active Directory,** **MS Exchange 2007.** **Symantec Backup.** **Desktop support, Software, Hardware updates** on 150+ remote PC’s  **MS Security 2007**, **TeamViewer**. **Migration of Win XP to Windows 7**, **Nortel Phone system. Network printers**. **WASP Inventory Software**. **Audio Visual Equipment**. **Konica-Minolta, Cannon**, **Toshiba Printers. DELL, Lenovo, HP, IBM Pc’s, Laptops. iPads, Blackberry, Android, iOS Cellular devices. Blackberry Server.** -FT-  **Project Mgr. / Communications Tech** Olympia, WA Mar 2007 – Sept 2009  **Project Manager-Communications Technician** for privately owned Communication Technologies LLC. Company. **Communications Tech** Duties, **Installation, Upgrade** **Communication, Data Infrastructures Systems.** **Cat-3, Cat-5, Cat-6-E**, **Single, Multimode** **Fiber cable. POS, Video Surveillance Systems**. **Troubleshooting, Repair, Redesigning, Maintenance.** **Project Manager** duties**, Researching Plans, Project Budgeting, Draft Bid Proposals, Bid Submittals. AutoCAD Plans, OMS Test Results. Plotter Printing. Office Duties, Shipping, Receiving. Faxing, Scanning. Microsoft Office 2007. Win XP. Government Buildings, Public Schools, State Businesses.** -FT-  **Laboratory tech/Phlebotomist** Las Vegas, NV Jul 2004 – Aug 2005 **Jacobs & Modaber MD’s.** Performed as **lead Phlebotomist** and **lab tech**. **Data entry** of patient information including **ICD9 billing codes**. Maintained and performed daily **Q.A. of laboratory equipment**. **Phlebotomy skills** included extensive knowledge of the specimen requirements. **Drug specimen collection** and **processing of medical specimens** for testing within office laboratory.  **Laboratory Tech/Phlebotomist** Las Vegas, NV Mar 2003 – Jul 2004 **Quest Diagnostics**, Data entry of patient information along with Laboratory Information System codes. Processing of medical specimens including shipping and handling. Attention to detail. Phlebotomy skills included extensive knowledge of specimen requirements. Drug specimen collection. Processing of medical specimens for testing and shipping.  **Client Services Representative** Las Vegas, Nevada Jan 2002 – Mar 2003 **Medco Health**, Performed as Customer Service Representative answering customer’s questions about various prescription plans pertaining to their personal medical insurance policies. Initiated prescription refill orders for pharmaceuticals and medical equipment as needed utilizing the call center database. Initiated follow ups and redirected clients per company policies when needed.  **Laboratory I.S./Processor/Phlebotomist** Olympia, WA Feb 1998 – Oct 2001 **PACLAB,** Data entry of patient information along with **Laboratory Information System codes**. **Processing medical specimens** including shipping and handling. **Phlebotomy** skills. Performed **Drug testing collections**. Maintained Laboratory information Systems utilizing **Sun Quest GUI software**. Created and maintained the **practitioner database** including: Physician definition for the **Flexi-Lab system**, Client definition for the **Outreach Module GUI**, Location definition for the practitioners to include clinics and groups associated with them. Designed and printed custom client requisition forms. Carried out all phases of **installation, troubleshooting, repair, maintenance and operational testing of IT equipmen**t. Maintained **office Printers-Bar code readers-and remote auto dialers** on and off site. Performed **daily/weekly backups** of the onsite Laboratory information systems. Performed inventory of all equipment. Provided desktop support and offsite support of hardware.  **CNA/Licensed Practical Nurse** United States Army Oct 1990 – Oct 1998  **Medical Specialist on Ward 7N. Pre/Post-Surgical Ward. Madigan Army Medical Center. FT Lewis, WA.** Provided care to all patients to include: Monitoring vital signs, blood draws, changing of wound dressings, supplies, and discharging patients.  **Medical Specialist, Family Practice Center at Madigan Army Medical Center. Ft Lewis, WA.** Duties included checking patients in and out. Maintaining medical records, monitoring vital signs, injections, blood draws, and assisting in ambulatory surgical procedures. Trained new incoming personnel  **NCOIC, Vascular Surgical Clinic at Madigan Army Medical Center. FT Lewis, WA.** Maintained Clinical budget in excess of 100K. Ordered supplies and equipment from outside vendors and through Government Services Agency.  **Practical Nurse, Oncology ward. Darnell Army Hospital. Ft Hood, TX** Duties included monitoring vital signs, drawing blood. Documenting information into medical records. Assisted patients with everyday activities to include personal hygiene and dressing.  **Practical Nurse, Labor & Delivery Ward. Darnell Army Hospital. Ft Hood, TX.** Assisted physicians/midwives during pregnancy deliveries at the Army’s largest post. 200-300/mo. Performed as O.R. room tech during scheduled and emergency C-Sections. Drew blood. | **US Army Veteran**  **OSHA 10**  **HIPAA**  **Smith Driving System**  **Food Handlers Card**  **Alcohol Awareness Card**  **LV Metro Sheriffs Card**  **Medical**  **Nursing**  **L&D**  **OR Tech**  **Pre & Post Op Care**  **Phlebotomy**  **Specimen Processing**  **Office Skills**  **10-key**  **50-wpm**  **Fax-Scan**  **Data Entry**  **Filing**  **Printer Maintenance**  **Medical Terminology**  **Shipping, Receiving**  **Fire-Chemical Safety**  **Hazmat**  **Skills**  **Cat-3/Cat-5/Cat-6, E**  **Voice-10 Pair - 200 Pair**  **Fiber-Single, Multi-Mode**  **Coax-RG6, RG11**  **Aerial-Underground Installation-Termination**  **Upgrades, Downgrades**  **Troubleshooting**  **Break/Fix**  **MDF/IDF Builds**  **Server Rack Builds**  **WAN/LAN**  **Wi-Fi**  **Routers, Switches**  **Security Cameras**  **Audio, Video**  **TV Repair**  **Pc/Laptop Repair**  **HP, Lenovo, Dell, Sony, Acer, Compaq, IBM, Xerox, Konica Minolta, Canon, Toshiba, Epson**  **Software**  **Mcrsft Server 2008**  **Mcrsft Exchange 2007**  **Mcrsft Security 2007**  **UNIX Untangle Firewall**  **Symantec Backup 12.5**  **Blackberry Server**  **Mcrsft Office2007-365**  **Adobe PDF**  **Active Directory, SQL**  **Cisco, Putty, Toast**  **Heat Help Desk**  **CA Service Desk**  **WASP Inventory**  **Security Access Control**  **Mitel, Avaya, Nortel**  **Citrix, RSA**  **RDC, VPN, Dameware, TeamViewer**  **AutoCAD**  **Operating Systems**  **Windows**  **Win 7**  **Win 8.1**  **Win 10**  **Mac/iOS**  **Cell phones**  **PC, Laptop, Tablets**  **Android**  **Tablets**  **Cell phones**  **Medical**  **Nursing**  **L&D**  **OR Tech**  **Pre & Post Op Care**  **Phlebotomy**  **Specimen Processing**  **Retail/Sales**  **Cashiering, Stocking**  **Display, Inventory**  **Warehouse, Pallet Jack**  **Compactor**  **Delivery Driver** |