*Lee A. Enck*

129 Front Street, Akron, PA, 17501 ~ (717-945-4361) ~ [eaglesfootball33@gmail.com](mailto:eaglesfootball33@gmail.com)

**Education**

--Dual Enrolment—

* Attended *Lancaster County Career & Technology Center* in Brownstown, Pennsylvania for computer Systems Technology and graduated in June of 2018.
* Attended *Ephrata Senior High School* and graduated in June of 2018.
* Currently enrolled at *Thaddeus College of Technology* majoring in Computer Software Engineering (Expected graduation, May of 2021)

**Skills**

* Understands the importance of security networks, data, and computers
* Able to configure and apply BIOS settings
* Characterize connectors and cables for Ethernet
* Take apart/rebuild a laptop or computer
* Excellent in computer maintenance, hardware configuration, and repair
* Familiar with Microsoft word programs
* Great with handling customer service
* Knowledge of how a workplace setting should be run

**Accomplishments**

* High school bowling state, and national finalist (in the 2016-2017 season).
* Captain of the Ephrata Senior High School bowling team all four years of high school.
* Made honor roll all four years of high school.
* Made it to county science fair (February 2016).
* Was presented with an Ephrata Senior High School Medallion Award for excellent representation of successful student characteristics (November 2015).
* Completed the OSHA 10-Hour General Industry Course (January 16, 2018).

**Work Experience**

222 Dutch Lanes (West Earl, Pennsylvania) – Birthday Party Coordinator and Front Desk Manager (From January 2015- August 2018)

* In charge of making sure all front desk operations run smoothly and coordinating birthday parties, transitioning them from the lunchroom to the bowling lanes. Also overseeing that every customer leaves the premises with a satisfactory experience.

Ephrata Senior High School (Ephrata, Pennsylvania) – IT Assistant (June 2016- August 2017)

* Troubleshooting and imaging laptops for the school district and managing a helpdesk for over the school year to assist students with machine/tech issues.

**References available upon request**