

IT Computer Clerk IT Computer Clerk IT Computer Clerk Hayward, CA Seeking to utilize my unique and varied experiences coupled with extensive computer and customer service technical skills, to provide measurable impacts and successes to a company and its mission. Work Experience IT Computer Clerk US Air Force - Albuquerque, NM June 2014 to October 2014 Resolve computer related issues, manage inventory of over 300 desktop hardware systems, trouble shoot connectivity and software anomalies. Just finished redesign and re-wiring for Kirtland AFB Installation Deployment Control Facility. Support all divisions and work centers in the Logistics Readiness Squadron with all manner computer assistance. Completes assigned tasks and maintain Computer Security and proper operational functioning throughout the 300 plus organizations. Security Officer Guardsmark, LLC - Albuquerque, NM June 2010 to March 2011 Managed controller desk for Guardsmark LLC, monitored call center establishing a viable Line of Communication (LOC) with patrols and teams. Task entailed passing instructions up and down via IT communication nodes with staff and employees at different locations. Communicate with business personnel to ensure professional working atmosphere. Insure proper Security provisions are maintained for each different client. Computer Analyst - Office Worker RM Personnel, Inc - Las Cruces, NM July 2009 to April 2010 Tyrone Property Owner's Association, Tyrone, NM Conducted a special project to rearrange existing Excel data record sets of all residence to a new format more user friendly, with researchable specified fields. Impacted and enhanced the use of proper submission procedures for City Management and assisted all Board Members with computer hardware or software operational issues. Education Computer Information Technology Santa Fe Community College - Santa Fe, NM 2013 to 2014 Portland Community College - Portland, OR 2003 Micro Computer Management Spec Community College - Albuquerque, NM January 1992 to July 1997 National Business Academy - Albuquerque, NM 1991 Business Administration NM Community College - Taos, NM 1981 to 1984 Skills QUICK BOOKS, EXCEL (Less than 1 year), OUTLOOK, WORD, FRONT PAGE Additional Information SKILLS Communications: Solid and professional written and oral communication skills. I'm an experienced Instructor in many different areas; the most recent is various areas of information technologies for both computer software and hardware applications. Feedback from

others highlights my instructional abilities as conscientious, patient, altruistic, empathetic and detail oriented. Personable: Team focused and ready to help and assist, takes a real ownership of assigned or discovered issues. Quickly assesses and take steps needed to mitigate. Experienced veteran who values directed guidance and team work settings, but can and will show that I am a diverse, self-motivated and emotionally intelligent team member. Computer/Software: Fully experienced in all Microsoft products to include Word, Excel, Power Point, Access, Front Page, Outlook, Win Way Resume, Typing Tutor, Corel Word Perfect, Choices, and Intuit Quick Books. Hardware/Network: Understanding of system architecture, by both design and hardware replacement. Monitors and maintains secure fully functional workstations and Local Area Network systems. Fully, capable of quickly mastering any computer related assignments or requirements. Possess: Determination, confidence, energy, pep and proven experience built for success. A solid foundation, combined compassion, truthfulness and drive.

Name: Nicole Rodgers

Email: rsanchez@example.net

Phone: 392.579.4179x6428