

PLM & ERP Project Manager / IT Assistant PLM & ERP Project Manager / IT Assistant PLM & ERP Project Manager / IT Assistant - DC Design International New York, NY Work Experience PLM & ERP Project Manager / IT Assistant DC Design International - New York, NY March 2013 to Present

New York, NY A Bridge to High-End menswear private label company dedicated to better menswear. PLM & ERP Project Manager / IT Assistant March 2013 - Current Ensures project is moving towards designated goals, adjusting timelines based on milestones Managed users, domains, email and devices using Google Apps For Work Communicates between designers and PLM vendors to create PLM system workflow and pages Spearheaded employee technology education newsletter to promote features of software provided by the company and best practices handling technology in the work environment Provides technical support for employees including design staff, providing easy to understand answers with an overall improvement of the support experience Principal/Owner BlueTitaniumTech - New York, NY January 2013 to October 2014

Personal electronic repair and computer consulting business Principle Repairs most mobile devices from part replacement to full screen replacements Provides on call service to client's computers remotely using Teamviewer Teaches clients to use upgraded systems and programs Hardware troubleshooting, repair and replacements Installs, updates and monitors all maintenance software IT Manager Human@Ease - Brooklyn, NY March 2013 to April 2014 March 2013 - April 2014 Setup network storage devices to provide backups and synchronized files between multiple computers Maintained all PCs physically, periodically disassembling and cleaning all internals Analyzed ISP and executed a change to another provider increasing POS reliability Troubleshoot and repaired all computer/ Sonos systems Planned, Implemented, and Developed new website design and layout using Wix platform Planned and Coordinated installation of projector presentation system Assistant Manager Human@Ease - Brooklyn, NY March 2011 to March 2013 Analyzed target market and current customers to develop marketing strategies Designed marketing materials (flyers, banners, and pamphlets) using Adobe Photoshop Managed facility operations, supply inventory, and accounting Education Bachelor of Science in Production Management State University of New York, FIT Campus - New York, NY December 2012 Associate

in Applied Science in Fashion Buying and Merchandising Nassau Community College - New York,
NY May 2010 Skills Project Management, Software Installation, Troubleshooting, Customer Service,
Hardware Repair, Hardware Installation, Computer Maintenance, Remote Troubleshooting, Printer/
Scanner Troubleshooting. Additional Information Installs: Motherboards, Firewalls, CPUs, Power
Supplies, Ram, Wireless Networks, USB/Firewire Devices, Sonos Units Operating Systems:
Windows XP - 8.1, Mac OSX 10.6 - 10.9, Linux Distros Remote Access Tools: TeamViewer,
LogMeIn, VPN, JoinMe Hardware: Dell/Lenovo /HP/Apple desktops and laptops,
HP-DELL-Brother-Konica-Canon network printers/ scanners, servers Software: Microsoft Active
Directory, Exchange 2007/10, VPN, Office 2007-2013 (OSX/WIN), Visio, Project, Norton Endpoint,
Avast Internet Security, Comodo Internet Security, VIPRE, CCleaner, Adobe (Acrobat/ Photoshop/
Illustrator/ AfterEffects/ Muse) Virtualization: VMware Workstation Backup: Norton Ghost
Coding: HTML, CSS, Javascript, jQuery

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