

Shawn Michael Smith

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OBJECTIVE

Full time employment utilizing my computer and organizational skills.

SKILLS

- Computer building, Hardware troubleshooting
- Proficiency in all major computer platforms and many programs (e.g. Win9x/NT/XP/Vista/7, Unix, MacOS, Linux, MS Office & vi)
- Cat-5 cabling WI-FI and General Networking
- Compose in HTML code
- Skillful Typist • Excellent English Composition
- Patient Instructor • Able Computer Instructor
- Organized Efficient and Prompt
- Excellent Problem Solver • Supportive Team Member
- Identify Patterns and Organize large Data Sets
- Knowledgeable Office Clerk • Operate Office Equipment
- Effective Time Management and Multitasking Skills
- Create Database Schemes • Design Methods and Procedures
- Skillful Forklift Driver • Able Warehouse Manager/Worker
- Fluent in Italian and good understanding of Spanish
- Can also speak and understand some Chinese and Kiswahili
- Quick learner of Languages, both computer and spoken
- Orchestrate projects and people across cultures
- I can make a wicked vegetable tomato sauce from scratch.

EXPERIENCE

2012 **Tekwi Consultants** -- Tualatin, Oregon
Web Development Intern

- Currently learning and developing web applications with the LAMP architecture using Zend Framework
- Working with another intern to develop a web based accounting application for non-profits
- Learning SQL statements and PHP programming
- Extending my knowledge of HTML to include HTML5 and CSS3
- Beginning a primer course on javascript, jQuery and AJAX

2011–2011 **Self Employed -- Community Development Projects in Rural Kenya** -- Bungoma, Western Province, Kenya
Project Manager

- Identified an area of interest for the local community in Bungoma
- Coordinated bringing three community members to Nairobi for training
- Together with the local crew we began producing ISSB (Interlocking Stabilized Soil Block) building materials
- Worked together with a local construction craftsman to come up with solutions to implement this

building material

- Did extensive reading and research to familiarize myself with different soils and the stabilization process
- Used spreadsheets to track and calculate costs
- Built a very successful addition to a house in Masuno. It is now the envy of the community
- Lived with the local community and built a rapport with many of the community members
- Would like to continue contact with the crew and see about helping to form a materials and construction company in the local area

2010–2011 **RM International Inc.: Contracted to DTNA -- Portland, OR**
Vehicle Test Coordinator

- Reorganized the keys and checkout system at CorpIII PVE
- Reconciled purchasing card receipts for the truck shop in the Vehicle Test group
- Created a visual board to help engineers choose vehicle for their tests
- Conducted the weekly vehicle test schedule meeting and maintained the test schedules for vehicles
- Resolved conflicts between test engineers, and other engineers who had scheduling conflicts
- Worked with the vendor and the in-house database manager to implement the Manager+ work order system
- Helped roll out the Manager+ system, including writing technical instructions. Conducted training for other employees
- Kept track of changes to vehicles, and loaded major specifications of our fleet into Manager+
- Worked with colleagues at RDC to compare procedures, and try to commonize where applicable
- Attempted to get an overall picture of the information systems used within PVE. Saw much inefficiency

2005–2009 **RM International Inc.: Contracted to DTNA -- Portland, OR**
Parts Management

- Maintained a working knowledge of all shop projects and technician & engineer needs
- Learned how to navigate manufacturing mainframe to gather data to expedite orders
- Used Dealership parts system to lookup detailed parts assembly breakdown
- Ordered and expedited project parts occasionally contacting vendors directly for HOT projects
- Used forklifts to do things that I will never forget
- I was the goto guy for engineers and management who wanted to get a real idea of when projects would be completed
- Established a rapport with building maintenance and manufacturing employees in order to expedite needs

2003–2004 **Globe Lighting -- Portland, OR**
Shipping and Receiving

- Learned quickly all aspects of the shipping and receiving department including the computer system
- Handled special orders that arrive via UPS and FedEx
- Solved problems in either shipping or receiving, and trained new employees
- Operated many different machines including a variety of forklifts and man-ups
- Managed an understaffed receiving department for two separate six week terms
- Entered all receiving data, and reconciled reports the following morning; \$150,000-\$300,000 of merchandise per week

2002–2003 **The TaJ Group, Inc.** -- Portland, OR

VoIP and general IT support

- Operated Voice over IP networks on Cisco and other equipment
- Configured VoIP Gateways and Routers and created detailed configuration logs and network diagrams
- Wrote configuration handbooks for our Cisco VoIP equipment, starting from updating the IOS to making VoIP calls
- Procured market research and Produced reports
- Created multi-page relational spreadsheets in *Excel*, *Access* and other data management programs
- Created a tri-fold company flyer in *MS Publisher*, and other company literature
- Helped to develop SQL database schema for *MS Sequel Server*
- Worked as resident tech support

2002–2003 **Freight Systems Inc** -- Tualatin, OR

Package Sort, Bulk Delivery and Warehouse Cleanup

- Unloaded trucks and sorted packages by routes
- Supervised Spanish speaking crew on occasion.
- Delivered packages driving a stepvan (similar to *UPS* van) in the greater Portland-Vancouver area
- Performed general warehouse cleanup and maintenance
- Stacked pallets, swept floors; I gained forklift experience

2000–2001 **Symantec Corporation** -- Eugene, OR

Assistant Product Support Analyst

- Supported Symantec products over the phone
- Removed computer viruses from customer's computers
- Kept detailed call records while on the phone
- Soothed irate customers and explained services and service fees
- Honed customer service and instruction skills

1996–1998 **U of O School of Music** -- Eugene, OR

Recording Engineer and Sound Technician

- Set up/tore down/ran sound amplification for Beall Hall
- Recorded recitals, ensembles, and professors' concerts
- Edited recordings and produced CD's for archives

EDUCATION

1995–2000 **University of Oregon** -- Eugene, OR

International Studies: Comparative International Development

- Focused on appropriate technology for development
- Learned relational models for cross-cultural communication
- Saw great need for community development both at home and abroad

INTERESTS

Computers (Linux); Computer Recycling (Free Geek); Global Outlook; Languages; Cooking.