**Lawrence P. Hughes**

341 Ives Dairy Rd. #8

Miami, Florida 33179

305-332-7082

[Lphughes11@gmail.com](mailto:Lphughes11@aol.com)

August 15, 2014

Dear Cyzerg,

This is in reply to your career opportunity, Help Desk Level1 Technicians, at your Miami location. I was introduced to this opportunity through DeVry University’s job site. As the following comparison shows, my experience and background are a good match for this position’s following requirements:

|  |  |
| --- | --- |
| Your Requirements | My Qualifications |
| B.S. in Information Systems related major is preferred | 2012 Bachelor’s Degree in Network and Communications Management from DeVry University |
| Required to travel across multiple customers locations; work up to 12 hrs./day; be on call at least once a month | I can do this. It is not a problem. |
| Ability to work flexible hours and maintain a positive attitude | This is positively not a problem. |
| Ability to learn quickly and work independently with or without direct supervision | I am eager to learn, but can still do well on my own. |
| Ability to function effectively in a team environment | I have worked in small teams in my real estate environment and I enjoy it. |

I look forward to learn about your needs and discuss my background and accomplishments with you. I can be contacted at 305-332-7082.

Thank you for your consideration.

Sincerely,

Lawrence (Larry) Hughes

**Lawrence Hughes**

305-332-7082 Lphughes11@gmail.com

**CAREER SUMMARY**

2012 Network and Communications Management graduate seeking an opportunity to contribute my experience in networking, routers, switches, Lans and Wans. My strong communication skills and my ability to train co-workers will be a real asset to your company.

**EDUCATION**

DeVry University, Miramar, Florida

Graduation Date: Oct. 2012

Bachelor’s Degree in Network and Communications Management

GPA: 3.65

**CERTIFICATIONS** CCNA

Expected Completion: November 2014

**RELATED COURSES**

Critical Thinking and Problem-Solving/ Voice over IP/VOIP Administration

Wireless Communications/Principles of Routing, WANs, LANs

Principles of Networking, Switching, UNIX/Principles of Information Systems Security

**TECHNICAL SKILLS**

Proficient in Word, Excel, Outlook, Power Point,LAN, WAN configuration

Network Setup, Router, Switches configuration

**WORK EXPERIENCE**

Unity on the Bay, Miami, FL January 2013-Present

Internship in the IT Department

* Assist with daily troubleshooting. Re-imaging workstations with Windows 7. Analyzing donated workstations to determine what needs to be updated. Installing/setting up: Wireless Routers; network printers and drivers. Managing technical equipment inventory.

City of Miramar, Miramar, FL February 2011-January 2013

Internship in the M.I.S. Department

* Assisted with daily troubleshooting. Learned how to deploy Windows 7 through Systems Center Configuration Manager (SCCM). Re-imaging workstations with Windows 7.

City of Miramar, Miramar, FL August 1, 2011-September 2, 2011

Deployment of new Dell workstation project

* Exchanged 60 existing computers with new Dell desktops and laptops. Each computer required uploading Adobe acrobat, Ultra VNC, setup user’s Microsoft Outlook, setup network printers, setup computers on the Domain, replaced hardware, and re-imaged computers with Windows7

Coldwell Banker Real Estate, Miami Beach, Fl. October 1998-Present

Computer Technology Instructor and Professional Real Estate Agent selling residential real estate in South Florida

* Developed the curriculum and directed the computer technology classes for the office realtors, preventing them from having to attend off-site classes so they could spend more time at the office and sell more homes
* Worked with clients to find their dream home and used my negotiating skills to save them money
* Prospected for new buyers and sellers by calling over 100 people on a daily basis

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**NETWORK and COMMUNICATIONS MANAGEMENT SENIOR PROJECT** January 2012-July 2012

* Senior Project at DeVry-Our team created a new network of workstations, routers, switches, servers and wireless routing for two doctor’s offices. My responsibility was to develop the Wifi with two Cisco APs that were then connected to Active Directory allowing only employees who were registered as wireless users to access the Wifi with their credentials

**VOLUNTEER EXPERIENCE**

* NADADORES SWIM TEAM-Served as leader on the board for 5 years managing the budget and fundraisers