

# JONATHAN E. BROWN

## MANAGEMENT PROFESSIONAL / ENTRY-LEVEL IT

### CAREER PROFILE

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Entry-level information technology professional with a distinct ability for development of highly effective technical and financial strategies as well as a wide spectrum of other related IT responsibilities. Confident communicative abilities allowing for effective management of employees as related to the necessary elements required for achieving increased corporate functionality. Further aptitudes of data management, analytical skills, staff training and development, and underlying management aptitude collectively represent top-tier information technology capacity.

Key skills include:

- *Maintain roughly 10 years of direct management, sales, staff coordination, and customer service job capacities.*
- *Currently pursuing a **Bachelor of Science in Computer Science** within Franklin University.*
- *Exceptionally trained in the subsequently mentioned technical fields.*

### AREAS OF TECHNICAL EXPERTISE

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|--------|----------------------|------------------------------|
| • Java | • PHP                | • Human Resources            |
| • HTML | • SQL                | • Training and Management    |
| • CSS  | • C# & Windows Forms | • Business Start-Up & Design |

### COMPUTER SOFTWARE

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|--------------------------|---------------------------|----------------|
| • Adobe Master Suite CS6 | • Microsoft Visio         | • XAMPP        |
| • Microsoft Office Suite | • Microsoft Visual Studio | • Taleo        |
| • Microsoft Access       | • Eclipse                 | • Recruitforce |

### PROFESSIONAL EXPERIENCE

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#### Information Technology

- Worked on the Novell to Windows Active Domain (AD) migration team at ODPS.
- Analyzed employees' XP computers, built, installed software, and deployed hundreds of Win7 computers.
- Researched legacy software to determine how to make it Win7 compatible.
- Trained employees on how to use Windows 7.

#### Management

- Founded a mobile marketing business, developed extensively and cohesively with solid objectives and policies.
- Managed business operations, administered staff, delegated tasks, and liaised information with companies.
- Scheduled, trained, and coached employees to ensure job performance and requirements were consistent.
- Retained staff in past positions, such as reducing turnover by 47% as well as managing 350+ employees.
- Processed payroll, unemployment claims, Workers Compensation, and insurance forms for employees.

## PROFESSIONAL EXPERIENCE (CONTINUED)

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### **Sales**

- Assessed a wide array of customer needs, identifying appropriate products to meet client requirements.
- Participated in marketing efforts to solicit new business; including outbound calling, community involvement, outreach programs, and promotion services to increase visibility of overarching organization.
- Ensured all business operations, especially as related to sales, remaining within regulatory compliance.
- Processed sales invoices, paperwork, and inventory with accuracy and organization for future reference.

### **Recruitment**

- Designed and implemented innovative recruitment plans, including participating within job fairs, career talks, information sessions, therapy competitions, free classes, and hosting internships.
- Negotiated candidate salaries, vacation time, relocation costs, and served as main point of contact through on boarding process.
- Coordinated contracted work, including the creation of a new staffing company.
- Recruited and placed recommendations for recruitment as related to employees across various states.

## LIST OF PROFESSIONAL EMPLOYMENT

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<b>Infrastructure Specialist Intern</b> <b>Ohio Department of Public Safety, Columbus, OH</b>	<i>1/2013 to Present</i>
<b>Sales / Account Manager</b> <b>T-Mobile / Wireless Vision, Columbus, OH</b>	<i>3/2012 to 1/2013</i>
<b>President</b> <b>Textology LLC, Grove City, OH</b>	<i>11/2009 to 3/2012</i>
<b>Contract Staffing Manager</b> <b>Cariflex, Columbus, OH</b>	<i>6/2009 to 10/2009</i>
<b>Senior Recruiting Specialist</b> <b>Blue Sky Therapy, Canfield, OH</b>	<i>11/2008 to 2/2009</i>
<b>Corporate Recruiter</b> <b>NIFCO America Corporation, Canal Winchester, OH</b>	<i>6/2005 to 9/2008</i>
<b>On-Site Manager</b> <b>Manpower at The Scott's Company, Marysville, OH</b>	<i>1/2003 to 6/2005</i>

## EDUCATION

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<b>Bachelor of Science in Computer Sciences</b> <b>Franklin University, Columbus, OH</b>	<i>Expected Graduation: April 2014</i>
<ul style="list-style-type: none"><li>• Current Cumulative GPA 3.46.</li><li>• Transcripts available on request.</li></ul>	