

Dustin Armstrong

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OBJECTIVE:

I am seeking the opportunity for a new and rewarding career focusing on Microsoft SharePoint Design and Architecture, as well as mastering Microsoft Office and CS5.

QUALIFICATIONS:

I have advanced computer skills and I'm an extremely fast learner. I have expert skills in Microsoft Office and I am very proficient in Microsoft SharePoint, Microsoft Windows, G Suite Administration, System Administration, Network Administration, Network Installation, PCI Compliance, Linux and Adobe Creative Suite Products (Dreamweaver, Photoshop, Illustrator, Indesign, etc.). I can repair and troubleshoot PC's, Macs, and have experience with Macintosh, Ubuntu, and Fedora Core 2 operating systems. I am familiar with HTML, XHTML, CSS, JavaScript, HTML5, CSS3, SQL Server, MySQL, PHP, flash, .net, SEO, Web Analytics, and Share Point, plus I have some Visual Basic Programming. I also have an Exact Target Academy Email Certification for Data & Subscriber Management Certification for email marketing.

EDUCATION:

I graduated from Winchester Community High School in 1998.

Associates Degree in Computer Information Systems; Majoring in Web Management at Ivy Tech Community College. Web Design, Graphic Design, Linux Operating Systems, Microsoft SharePoint G Suite Administration and Networking.

EMPLOYMENT:

Oct. 2015- Apr. 2019

Pizza King Indiana

Accomplishes information technology staff results by communicating job expectations; planning, monitoring, and appraising job results; coaching, counseling, and disciplining employees; initiating, coordinating, and enforcing systems, policies, and procedures.

Maintains staff by recruiting, selecting, orienting, and training employees; maintaining a safe and secure work environment; developing personal growth opportunities.

Maintains organization's effectiveness and efficiency by defining, delivering, and supporting strategic plans for implementing information technologies.

Directs technological research by studying organization goals, strategies, practices, and user projects.

Completes projects by coordinating resources and timetables with user

departments and data center.

Verifies application results by conducting system audits of technologies implemented.

Preserves assets by implementing disaster recovery and back-up procedures and information security and control structures.

Recommends information technology strategies, policies, and procedures by evaluating organization outcomes; identifying problems; evaluating trends; anticipating requirements.

Accomplishes financial objectives by forecasting requirements; preparing an annual budget; scheduling expenditures; analyzing variances; initiating corrective action.

Maintains quality service by establishing and enforcing organization standards.

Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; benchmarking state-of-the-art practices; participating in professional societies.

Contributes to team effort by accomplishing related results as needed.

Dec. 2014- Jan. 2015

**The News Gazette**

Graphic Designer-Design Ads using Adobe Illustrator and Paginate Newspaper spreads using Adobe Indesign. I was laid off due to lack of funding.

Dec. 2010- Mar. 2013

**State of Indiana, Bureau of Motor Vehicles (Central Office)**

Program Director- Overall supervision and maintenance of Vehicle Programs related to policy and procedure development and communication of this information to internal and external customers. Responsible for daily operational needs related to special projects. Maintain a working knowledge of all applicable rules, regulations, State and Agency policies and procedures. Works with a cross-functional team to build and implement accurate and effective processes. In addition I also ensured that all of the entire State's 7 million + registrants receive their mail in courtesy reminders as well as their email reminders on time using Exact Target. Maintained the internal website using Microsoft SharePoint and SharePoint Designer.

Mar. 2010-Dec. 2010

**State of Indiana, Bureau of Motor Vehicles (Central Office)**

Program Coordinator-Provide support to Branch Associates in the field using Citrix to remotely troubleshoot the problem. Maintain the Motor Vehicle Excise Tables and ensure the Fees are associated to the correct code tables. Monitor the Registration/ Titles Departments Track Records ensuring they are submitted to ITD for upcoming builds. Ensure the Vehicle Programs department is

operating in compliance with the Indiana State Code.

Dec. 2006-Mar. 2010

**State of Indiana, Bureau of Motor Vehicles (Mail-In Center)**

Inventory Specialist, maintain and control inventory functions of a facility that handles 2.5 million+ transactions per year. Perform cycle counts on inventories. Designed and implemented a plate tracking system for the facility's 40,000 Personalized License Plates.

Aug. 2006-Jan. 2007

**News-Gazette**

Pre-press Assistant, download files from AP servers and arrange pages for print on film, develop film, and proof pages for the pressroom. Create ads using Quark, Photoshop, Illustrator and InDesign.

**References:**

Frank E. Owens, MBA  
Director of Municipal Development for the City of Anderson, Indiana  
765-623-0027 (mobile)

Shannon Dickson  
Director of Vehicle Programs (BMV)  
317-234-6099 (work)

Mathew R. Foley  
Vice President at Indiana Business Bank  
317-218-2153 (work)

Lesa Carter-Hawkins  
Composing, The News Gazette  
765-584-4501 (work)