

Kevin Theehs

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SUMMARY

Dedicated, organized individual with experience listening to and solving conflicts. IT major at Illinois State University with experience working with computers, as well as managing others and dealing with the public. Great communicator and quick learner.

EDUCATION

August 2015 -	Illinois State University <i>Network & Telecommunications Management</i>	Normal, IL
GPA 3.44		
2010 - 2015	Harry D. Jacobs High School	Algonquin, IL

SKILLS

- Linux Terminal experience
- Logical thinker
- Customer Service experience
- Problem solver
- Technology savvy
- Hard-working
- Dedicated
- Friendly
- Organized
- Leader

EXPERIENCE

Illinois State University, Normal, IL **Residential Computer Consultant**

AUGUST 2016 -

Work at ISU's technology help desk with computer problems, such as not connecting to Wi-Fi, slow computers, damaged hardware, malware removal, and any other problems. Also make appointments to go to student's rooms and solved problems with computers, printers, TV's, etc.

Association for Computing Machinery, Normal, IL

Treasurer

AUGUST 2016 -

Treasurer for ACM a registered special interest group at ISU. Duties include planning and implementing including the annual IT Internship Fair, LAN parties, and the annual IT Mixer, managing club income and expenditure, and running & participating in weekly executive board meetings.

Office Depot, Algonquin, IL

Sales Consultant / Copy & Print Sales

MAY 2016-AUGUST 2016

Worked in Copy & Print Division with Photoshop and other editing tools to create/design items for printing on a variety of formats, from standard copies to large format canvas banners, as well as stamps and business cards. Also interacted with public, answering questions about various services and explained options available for various printing projects. Also helped as cashier, answered phone questions, and directed customers to products in store.

Association Of IT Professionals, Normal, IL

Secretary

OCTOBER 2015-MAY 2016

Secretary for AITP, a registered special interest group at ISU. Duties included note taking and active involvement in planning the annual IT Mixer, where IT professionals come to share career advice.

Theatre Of TED, The Rocky Horror Picture Show, Normal, IL

Stage Manager

September - October 2015; September - October 2016

Stage manager for the annual *Rocky Horror Picture Show* at the Normal Theater. Worked with the director, facility staff, and talent to ensure the show ran smoothly. Managed attendance and cast member questions during rehearsals, and dealt with scheduling conflicts and any emergencies that arose.

Algonquin Area Public Library, Algonquin, IL

Data Entry Volunteer

SUMMERS 2014 - 2015

Input data for library summer reading program, entering details of reading logs into computer system. Also designed book cover displays in library.

District 300 Foundation Presents, *Various Musicals*, Hampshire, IL

Technical Consultant / Stage Manager / Sound Technician

SUMMERS 2009 - 2015

Helped teach stage direction and technical details (lighting, sound) to crew members, and managed issues that arose during performances.

Stage Manager for musical production, managing stage direction, assigning tasks as well as handling emergencies during shows.

Sound Tech for annual summer musical each year, running microphones and helping with set development.