



# MICHAEL REED

## Level 1 Computer Technician



### CONTACT DETAILS



8105 Division Rd  
Casco, MI 48064



(586) 344-3911



reed3@oakland.edu



### TECHNICAL SKILLS

**Programming Languages:** Java, C Programming & UNIX, MySQL and Python

**Software Applications:** Word, PowerPoint, Excel, Access, OneNote, Publisher, Catia (3D drawing)

**Operating Systems:** Windows 7, 8, 10, Vista, Mac OS Tiger and up



### EDUCATION

Bachelor of Science, Information Technology  
Oakland University, Rochester, MI

Expected Graduation Fall 2020

### Objective:

Oakland University Information Technology Senior seeking an internship to gain experience and utilize my computer programming, software and communication skills

### Experience:

#### SEHS Technology Assistant, Oakland University

- Break/fix, audio and visual troubleshooting
- Wrote XML Scripts files for Windows 10 using it in group policy settings to control graphical user interface
- Worked with a team to upgrade all users for the School of Education and Human Services from Windows 7 to Windows 10
- Tracked and updated a ticket system for inventory control

February 2019 - Current

#### Receptionist - SEHS Counseling Center, Oakland University

- Provided professional service over the phone and in person and file client information in a database for counselors' use
- Assisted with other office duties such as helping counselors working cameras and DVD players for recording sessions

September 2017 – April, 2019

### Course Projects:

#### App Design

- Created an Android app with Android studio that allows users to make a profile and subscribe to certain Oakland University clubs so that individual gets notifications from that specific club and allows the user to look at a calendar of events when the club is meeting

#### Website Design

- Created a fictional public website, using MY SQL, that allows access to information about the population increases in various countries

### Volunteer Experience:

#### St. John's Providence - Color Me Healthy Event Tent

- Volunteered as a representative of the St. John Providence team, encouraging patrons of Arts Beats Eats event to color and help apply temporary tattoos

June 2015 – July 2017