Richard A Schmidt

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|  | 3301 North Star Rd., Apt. 134, Richardson, TX  75082|   214-701-5278 | richardschmidt07@gmail.com |

Computer Skills

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|  | * Comfortable with assisting users professionally * Strong oral and written communication skills * Proficient with all versions of Windows from 95’ to 8.1 * Familiar with computer hardware and how to properly assemble and disassemble a PC * Comfortable with troubleshooting a PC * Familiar with basic software troubleshooting techniques * Familiar with Java, SQL, HTML5, CSS3, PHP * Currently learning SQL, JavaScript, JQuery, and ASP.NET |

Experience

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| May 2014 – Present | IT Consultant Intern, *MainStreet* Solutions Inc.   * Responsible for maintaining documentation for company procedures and creating new documents * Responsible for developing/maintaining client SharePoint sites * Responsible for training users * Assisting our users with basic PC issues both hardware and software related * Setting up client PCs to their company’s specifications * Installing operating systems, programs, updates, firmware, and BIOS updates as necessary * Participated in network hardware and software upgrades * Participated in system migrations * Developed a MySQL database for inventory tracking for all client locations * Learning networking and network security for Networking + and Security + certifications |
| January 2011 – March 2014 | Merchandiser,  Coca-Cola Refreshments   * Visit local stores to maintain product integrity at all locations (shelf, displays, racks, and coolers * Responsible for maintaining product availability and merchandising products at all designated accounts * Transportation of product between backroom and sales floor with manual equipment (i.e. pallet jack, hand cart, U-carts, and etc.) * Manage backroom by organizing and consolidating back stock (product) * Identifying, monitoring, and reporting back stock inventory levels * Evaluating and processing damaged or defective product * Maintains areas of responsibility in designated accounts by communicating status and concerns to client and Company personnel * Nominated employee of the month for productivity |
| August 2007 – January 2011 | Dairy/Frozen/Meat Lead, *Wal*-Mart Inc.   * Ensuring product integrity by rotating product, reviewing product location, checking temperature levels, and checking product storage levels * Ensuring product inventory by checking with the Dairy/Frozen and Meat departments once a month * Conduct a monthly Meat department audit to ensure proper inventory levels * Ensuring proper product replenishment by writing orders and maintaining accurate inventory levels (actual vs. anticipated levels) * Administering proper price coordination * Administering product disposal procedures * Scheduling and conducting meetings with the Dairy/Frozen and Meat departments * Writing schedules for the Dairy/Frozen and Meat departments |

Education

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| Jan 2013 - Present | Working towards a Bachelor of Science in Management of Information Systems,  University of Texas at Dallas   * Cumulative GPA: 3.768 |