* Visio, used for process diagramming in UML as well as Star UML
* SharePoint (Administrator), full responsibilities for development of unit site as well as editorial power of division archive site. Unit site is used to track applications for services and database errors
* Adobe pro used for file conversions merging splitting and date stamping of documents
* Level one PC troubleshooting, variety of software based issues usually how do I do this type issues with the occasional hardware problem with motherboards ram or hard drives being the cause
* printer maintenance general jamming and standard parts replacement higher level issues such as sensors are referred to repair firmware requests are made via IT
* backup tapes change nightly tapes on servers
* file management design folder and file naming structure with surrounding procedures and u it staff training as needed
* working towards A+ certification completed one of two online courses to prepare for certification test
* HTML, CSS, JavaScript, have been used for multiple hand coded and CMS driven websites
* VB,net projects to create or update complex macro driven excel or word documents
* gEneral editing and maintenance of MySQL, and SQL based databases scratch creation of access databases as well as Ms certification in Access
* Cloud and Web based services such as Google, Wordpress 10 sites and counting,
* Dreamweaver for some of the hand coded sites
* Drupal used and configured for one site
* and various social media platforms. Such as Facebook Twitter and g+ for site promotion and updates
* Manage multiple concurrent long and short term projects such as application check ins mail management email management setup of tracking systems or workarounds for deficient systems