

THOMAS J. SMITH

EMAIL: SMITH.THOMAS.J@GMAIL.COM

MOBILE: (803) 513-5550

STRENGTHS

15 years of experience primarily in desktop support, local networking, server maintenance, customer accounts, financial practices, standards compliance, record keeping, data processing and communications. Broad familiarity with all workplace types including computer manufacture, campus financial service, small campus IT support, banking and data processing, primary education/childcare, large campus IT support and project management.

EXPERIENCE

NEW CONSTRUCTION MANAGER

Full time, hourly
ASAP Mechanical
Irmo, South Carolina
May/09 to present

Responsibilities: Managing design, sales, materials and installation of new home and commercial building systems. Training in heating, cooling, refrigeration, gas appliances, generators, ventilation and troubleshooting of many electrical controls. Management of projects with Fort Jackson, Fairfield county government, local healthcare and professional offices as well as all categories of residential jobs. Also tasked with design and implementation of www.asapmechanicalllc.com

IT / AV TECHNICIAN

Part time, hourly
Orlando Science Center and
UCF College of Business
Orlando, Florida
Jan/07 to May/09

Responsibilities: Working with Student Technicians and IT personnel to perform maintenance on separate 150 and 450 user networks. Providing clients with setup and use of presentation/theatre equipment. Providing research and reports on products and services for staff and clients. Building and maintaining web-based kiosk style science installations.

OFFICE MANAGER/ INSTRUCTOR

Full Time, salary
Internal Power Martial Arts
Orlando, Florida
Jan/04 to Jan/07

Responsibilities: Managing and operating main branch as part of a three person team. Responsible for computers, networking, web and print company-wide at three locations. Technology consulting for more than 40 businesses worldwide. Maintaining 250 customer accounts. Other duties include providing contract prep, data entry, CDL shuttle transportation, website maintenance, advertisement design/ distribution, and new client enrollments.

NETWORK ADMINISTRATOR

Part time, hourly internship
First Citizen's National Bank
Mansfield, Pennsylvania
Jan/03 to Jan/04

Responsibilities: Working with the Data Processing department to maintain and improve 16 location banking networks consisting of T-1, frame relay, OC3, and Cisco communications equipment. Dell, HP, Novell, IBM AS-400, Linux web and mail server maintenance. Microsoft, IBM, Dell, HP, Novell, Cisco, Citrix, Computer Associates, Norton, Symantec, Adobe software use. Other duties include Internet banking, customer and employee helpline support.

EDUCATION

2000 – 2002 Transfer
**Rochester Institute
of Technology**
Rochester, NY
Information Technology
College of Computing and
Information Sciences

2002 – 2004 Transfer
Mansfield University
Mansfield, PA
*Computer Information
Systems*
Division of Pennsylvania State
System of Higher Learning

2006 – 2009 Graduate
**University of Central
Florida Orlando, FL**
Information Technology
Business Admin. minor
College Of Engineering and CS
Department of Computer Science