

Summary

Computer technology support person for over 200 PCs in both computer lab and classroom environments. Responsibilities included the operation and maintenance of computer peripherals, instructional equipment to include whiteboards and projectors and the deployment of operating systems and software applications on those PCs using Linux and Windows active directory. Strengths include assisting faculty, students and others integrate technology into an instructional curriculum. I was employed by a visionary educational institution that played a key role in the development and remodeling of its current educational objectives. This educational institution continues bridge technological bridges for the advancement of all.

Education

California Polytechnic State University, San Luis Obispo, CA
Bachelor of Science, Dietetics, 1974
Data Entry Operator Certificate, Colorado Springs, CO, 1976
Computer Operator Certificate, Electronic Data Systems, Salinas, CA, 1985
Hartnell Community College, Salinas, CA, Various Classes, 1987
Imperial Valley College, Imperial, CA, Various Classes, 1992 - 3
Bakersfield College, Bakersfield, CA, Various Classes, 1994 - 5
Bakersfield State University, Bakersfield, CA, Various Classes 1995
Monterey Peninsula College, Monterey, CA, Various Classes, 1996 - 2004
Golden Gate University - Monterey Bay Campus, Marina, CA,
Master's in Business Administration / Computer Information Systems 1999 - 2004, 2018

Employment Places

Monterey Peninsula College, Monterey, CA, Instructional Technology Specialist, 1999 - 2005
Electronic Data Systems, Rancho Cordova, CA, Data Management Analyst, 1989 - 92
Electronic Data Systems, Salinas, CA, Computer Operator/ Data Management Analyst, 1985 - 89
Electronic Data Systems, Monterey, CA
Data Management Supervisor & Call Center Supervisor, 1981 - 85
U S Department of Labor Bureau, San Francisco, CA, Key punch Operator, 1979, 1980 - 81
Department of the Air Force, Boeing Services, Izmir, Turkey, Billets Exchange Clerk, 1978 - 80
Department of the Air Force, Boeing Services, Izmir, Turkey, Substitute Teacher, 1979 - 81
CTB McGraw - Hill, Monterey, CA, Data Entry Operator, 1977 - 79
Department of the Army, Corps of Engineers, Clerk Typist, Livorno, Italy, 1975 - 76
Scherer Catalog Company, Key punch Operator, Colorado Springs, CO, 1976
Infant Care Center, Teacher, Seaside, CA, 1975
Associated Students, Inc., University Union, Receptionist, California Polytechnic State University, San Luis Obispo, CA, 1971 - 74
Vista Grande Restaurant, Waitress, California Polytechnic State University, San Luis Obispo, CA, 1972 - 74
Paso Robles School for Boys, Student Counselor, Paso Robles, CA, 1971 - 73
Department of the Army, MISO, Key punch Operator, Fort Ord, CA, 1969, 1970

Work Experiences

Prepared desktop computers for instructional use by installing licensed operating systems to include Microsoft Windows, RedHat Linux and instructional software applications.
Test systems to ensure functionality in both the technical and networked environments.
Managed Microsoft Active Directory Organizational Unit to include group policies and logon scripts.
Troubleshoot and maintained software and hardware as needed.
Collaborated with campus Information Systems Staff and other Instructional Technology Specialists in the selection of certain technologies that would lead to various hardware and software changes.
Participated in roundtable discussions regarding networking, security strategies, computer set-up and desktop design.
Managed the Computer Science Information Systems budget.
Drafted several proposals which contributed to proportional divisional objective planning for future goals.
Created, setup and implemented eligibility criteria for active, retired and reserved military personnel for all branches of service for the DEERS Department of Defense Contract via Electronic Data Systems now known as TRICARE and TRICARE for LIFE. Worked closely with programmers to setup input screens and formats.

Computer / Technical Skills

Introduction to the following Programming Languages: JCL, C++, Visual Basic
Operating Systems: Windows 98 - Windows 12, Windows XP, Linux
Software Applications: Office 97 - 2016, MS Publisher, Adobe Photoshop
Hardware Systems: Compaq / HP, Dell, Lenovo, PCPeople, Micron, Acer, ASUS
Peripherals: Printers, Scanners, Data Projectors and Interactive White Boards

Volunteerism - Community Outreach

CO-Chair, Seaside High School Reunion Committee, 1995 - present
Co-Founder & Board of Director, Seaside High School Alumni Assoc., 1996 - present
Member, Cal- Poly State University, San Luis Obispo, CA Alumni Assoc., 2006 - present
Member, SeaMont Memorial Auxiliary to the Veterans of Foreign Wars Post #8679, Seaside, CA
President, Past District 12 Auxiliary to the Veterans of Foreign Wars, Dept of CA
Member - American Legion Auxiliary Unit #591, Seaside, CA
Member - Loyal Order of Moose #876, Del Rey Oaks, CA
Registered Health Insurance Counseling and Advocate Program Counselor
California Department of Aging, Alliance of Aging of Monterey County, Salinas, CA - 2013 -18, 2019 - present
Chairperson / Associate Member of the Portola/ King Reunion Committee - 2011 - 2013
Monterey Bay Reggae Festival Hospitality Volunteer Coordinator - 2011 - 2013
Panetta Institute Monterey County Reads Volunteer - 2009 - 2013
Member of Monterey County's Community Voice for Aging - 2013 - 2018
Member of Monterey County's Board of Health Clinics - 2013 - 2018
Member of Monterey County's Area Agency on Aging, Salinas, CA, 2014 - 18, 2019 - present
California Polytechnic State University - Alumni Assoc Monterey Bay Chapter - 2013 - present

Extracurricular Activities

Basic Guitar, Crochet, Dancing, Embroidery, Gourmet Cooking, Piano, Sewing and Swimming