



Richard Bird

Objective

To obtain employment in the field of Information Technology that utilizes my skills, abilities and services. A position in which I have responsibilities that provides me with opportunities to assist with technological challenges and advancement within my career field.

Experience

03/2004–Present Bil-Jax, Inc. Archbold, OH

General Labor

- Assembly: Tuf-N-Lite Catwalk, screw jacks, press operator & other product assembly.
- Temporary Department Supervisor
- New Product Testing

01/2004–03/2004 Kimco International Corp Delta, OH

Marketing/EBay Assistant

- Website Design, Maintenance, and Management.
- Systems and Project Planning.
- Technology User Support (hardware/software installation, troubleshooting and support).

08/1998–07/2002 Indiana Institute of Technology Fort Wayne, IN

Maintenance, Dorm Counselor/Resident Assistant, Assistant Webmaster, CIS Coordinator

- Website Design, Maintenance, and Management.
- Systems and Project Management.
- Technology User Support (hardware/software installation, troubleshooting and support).
- FileMaker Database Management, Scripting and Project Management
- Student Policy Enforcement, Counseling
- Resident Assistant Administrative Duties (incident reports, activity logs, radio/pager duty, and dorm resident meetings).
- General Campus Maintenance (lawn care, floor technician & basic electrical)
- Shipping Clerk.

05/1998 – 08/1998 General Motors Powertrain Defiance, Ohio

V6 Block Manufacturing, Finishing Department

- Finishing V6 Engine Blocks. Finishing consisted of removing unwanted iron left from casting, removing dangerous burn-in-sand and hoisting the blocks onto pallets for shipment.

Education

1998–Pursuing Indiana Institute of Technology Fort Wayne, IN

- B.A., Business Administration - Computer Information Systems.
- Business Management, Java, COBOL, Problem Solving, CISCO Networking Academy, Accounting, Algebra and General Education.

Software Experience

Proficient in all versions of Microsoft Windows, Explorer, Word, Excel, Outlook, PowerPoint, FrontPage, Visio, Media Player & Document Imaging; Adobe PageMaker, PhotoShop & Acrobat; FileMaker Pro; Macromedia Dreamweaver & Fireworks. Some novice experience with Microsoft Share Point Services, JavaScript, PHP & ASP Web Scripting.

Interests

Website Development, Information Technology Trends, Computer Systems Design & Building, Live Audio & Video Productions/Presentations and Theater. Audio & Video Systems Design, Critical Thinking & Problem Solving.

References

Additional References available upon request.