

# SHANE BRADY

## PROFILE

An organized, self-motivated individual with strong administrative skills and leadership experience. Often looked to for technical expertise and the ability to convey knowledge and information to others in written and verbal formats.

## EXPERIENCE

### INFORMATION TECHNOLOGY STUDENT WORKER, FORT LEWIS COLLEGE DURANGO, CO JANUARY 2007-PRESENT

- Develop systems and strategies for managing electronic requests (service additions, office moves, telecommunications and network related changes, account requests).
- Aid in the management of a Cisco VoIP phone system with Cisco IP Phones and Unity voicemail.
- Provide technical support for faculty and staff.
- Other tasks include services billing, wireless access point deployment, analog phone system repairs, and CAT-5/CAT-V jack repairs.

### IT MANAGER/CREATIVE DEPARTMENT ASSISTANT, ROCK SPRINGS COMMUNITY CHURCH CORTEZ, CO APRIL 2006-JANUARY 2007

- Provide technical support for Mac OS based network including Airport wireless networking, Fiery print server, file sharing, Qwest DSL, wireless phone system, and application support (Microsoft Office, Adobe Creative Suite, Apple iWork, etc.).
- Administer church management system (Fellowship One) including user management, year-end giving statements, annual privilege audit, annual data audit, and other system administration tasks.
- Create and maintain organization's website and administer e-mail system.
- Create various printed and electronic materials for use in weekend services or other events.

### INDEPENDENT WEB DEVELOPER CORTEZ, CO 2004-PRESENT

- Develop web presence for local companies/organizations.
- Provide periodic content/structure updates to previously designed sites.

## EDUCATION

Currently pursuing a degree in Computer Science from Fort Lewis College. Expected graduation is in 2011.

## SKILLS

- Strong computer skills: computer repair, software support, network maintenance, and system administration
- Technical support in a call center and one-on-one environments
- Programming experience in HTML, PHP, Java, Microsoft SQL, and MySQL.
- Minor programming experience in .Net, C#, VB script, and Java script
- Graphic and web design experience
- Office management skills including billing, payroll, and personnel management
- Strong understanding of Microsoft Office and Apple iWork
- Strong understanding of both Microsoft Windows and Mac OS X
- Familiar with professional sound equipment and live audio mixing

## REFERENCES

References available upon request.