

David Angelo Mineo
NerdAlertSWFL@gmail.com
941.929.6542

NerdAlert SWFL
Port Charlotte, Florida 33981
NerdAlertSWFL.com

EDUCATION

Charlotte Technical College
6 Cisco Certificate(s) of Completion for certification exam(s) for
Computer Systems Technology & Network Administration.
G.P.A. 3.8

Port Charlotte, Florida December 2008-May 2010

Relevant Course Work: Computer Systems Technology I (A+prep) & II (N+prep) / Cisco Network Academy (CCnet & CCNA prep).

State College of Florida
A.S. in Multimedia Digital Video Studies
Major: Motion Picture/Film
Minor: Psychology
G.P.A. 3.4

Bradenton/Venice, Florida August 1999-May 2004

Relevant Course Work: History of Film, Digital Video Editing, Graphic Design, T.V. Production, Creative Writing, Script Writing, Post Production Elements, Introduction to Psychology, Psychology II, Astronomy, Music Theory, Philosophy.

SUMMARY OF QUALIFICATIONS

- 21 Years Experience w/ Computers / Network Administration.
- Competent in Online Research, Internet Streaming / Downloading Practices.
- Proficient with Adobe Photoshop, and WordPress.
- Experience with Shipping / Receiving / Logistics, and Database Management.
- Proficient in Video Production and Editing.
- Microsoft Office Suite (Word, Excel, Access, Outlook and PowerPoint) Ability to conduct credible research using the Internet.

EXPERIENCE:

- Shipping/Receiving/Logistics
- Establishes, Reviews, Analyzes, and Updates the Office's Administrative Databases
- Website Updating (HTML), (X-Cart & WordPress).
- Inventory Control, Customer Service & Business Operations.
- Computer/Network Management & Maintenance, Graphic Design & Video Editing
- POS Setup and Operations.
- Manage all Facets of Photo Shoots Including Scheduling, Designing Sets, Shooting, and Photo Editing.
- Upload Photos to Website(s).
- Technical Support & Computer/Camera Support.
- Development of Administrative Processes, Policies and Procedures
- Respond to Tickets via ZenDesk.
- Answer incoming calls for Technical Support.
- Build/Support PBX Phone Systems.
- Technical Support (Web Based & Softphone Software).
- Assists in Developing Recommendations to Improve the Effectiveness and Efficiency of Program Operations
- Network Administration & Computer Systems Technology.
- Manage Sales Rep Database, Setting Up/Fixing Workstation Computers, Server Maintenance.
- Managing Customer Store Inventory, Ordering Equipment.

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- Running Help Desk (Technical Support) & Technical Support (Web Based Software).
- Graphic Design, Video Production, Managing YouTube Account.
- Customer Service, Manage Customer Database (CRM), Troubleshoot & helped placing orders on website(s).
- Technical Support (Website & Software).
- Program Website Templates, Graphic Design, Post Card / Business Card Design.
- Sales/Shipping/Receiving/Logistics & Digital Printer Usage.
- Records Management
- Graphic Design, Created Multimedia Products & Creation/Duplication of DVD/CD/Print Materials.
- Warehouse Inventory & Management.
- Shipping/Receiving/Logistics.
- Created and Implemented Policies and Procedures.
- Maintains Relevant Information for Budget Development, Implementation and Execution.

ACTIVITIES AND AWARDS

- Dean's List (2004)
- Member of National Honors Society
- AMFPT Certified Fitness Trainer
- Creative/BLOG Writer
- Weight Training
- Content Creation