

**Jeremy R. Dillinger** MCP+I, MCSE+I



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## OBJECTIVE

I'm looking for a short term career opportunity I can enjoy, using my technical expertise and experience. I would prefer something in the field of Network Administration or Technical Support. I would like to work for a short time to pay off my school loans before I go to the mission field.

## EXPERIENCE

### **2002 – Present Computer Exchange Service & Sales**

Technician/Sales

While working at this shop, my duties included repairing customer computers (both hardware and software), working with customers on the phone, selling components, ringing up sales, and going on service calls to repair networks and computer problems on-site.

### **1997 - 2002 Acorn Corporate Services**

Tech Support/Database & Network Administrator

I was hired for this job when I was a 14 year old freshman. This company had a problem concerning their Access Database that nobody there could fix. I was referred to by one of the workers there and I came in and fixed the problem in about 45 minutes. After that they hired me immediately. I have been their Administrator ever since.

### **2001 - 2002 Highline School District**

Computer Services

I was stationed at a middle school and fixed computer problems as they arose. I also tried to upgrade existing networks, configure servers when needed, and install client software. In addition I went to schools around the district where I setup new software and inventoried the computer setups.

### **2000 – 2002 Nevada Corporate Review**

Editor

The previous editor had requested to discontinue his job, and so this job was handed to Dorothy Bunker and me. This newsletter is a part of Acorn Corporate Services.

### **1998 - 2001 The Anderson Law Group**

Webmaster/Network Administrator/Tech Support

I was referred to this company by Acorn Corporate Services (affiliated with The Anderson Law Group) for my exemplary work with Networks and Web pages. This Company needed a web page made so they hired me. I built their current site, maintained their network, and was on call whenever they had computer problems. I worked for this company and Acorn Corporate Services at the same time. I usually went into The Anderson Law group 4 times a week and Acorn Corporate Services once a week or whenever they needed me.

**EDUCATION****1999 - 1999 Schneider & Kobata CPA Firm**

Web Master

I was hired by this company temporarily to build them a web page. Now I just keep in touch for updates.

**2002 - 2006 Liberty University**

Computer Management Information Systems/Aviation - Graduation date: 2006

During my college career I continually took between 16 and 18 credits while simultaneously working full time at Computer Exchange. I also was actively involved with campus life including being a Prayer Leader, and working in the Christian Service Program. Through all of this I was able to keep my GPA above 3.0. I studied in multiple areas not only limited to computers. I took many classes pertaining to business and aviation as well. I was even able to get my private pilots license before graduating.

**1997 - 2002 Highline High School**

12th Grade - Graduation date: 2002

Took Advanced Computer Application Classes and became a Microsoft Certified Professional in my first year 2 months after the class had started. My GPA was 3.875 and I also took a wide range of elective classes ranging from Choir to wood shop. I was also in advanced math classes and finished off the year in Calculus.

**PERSONAL****Software Proficiency:**

- Microsoft Windows 95, 98, Me, 2000, NT4, NT4 Server, and Server 2000
- Microsoft Word
- Microsoft Access
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Outlook
- Microsoft Proxy Server 2.0
- Microsoft Internet Information Server 4.0, 5.0
- Microsoft Exchange Server
- Microsoft Systems Management Server
- Microsoft SQL Server
- Adobe PageMaker
- Adobe Photoshop
- Adobe Premiere
- Macromedia Flash
- Macromedia Fireworks
- Many Others...

**Personal Accomplishments**

- Received my MCSE certification in 3 months 4 days
- Worked in a Corporate office at 15 years old
- Kept a GPA of 3.75 or better though High school
- I received two Certificates of Merit from the Highline School District my junior year and one my senior year.
- I placed for state in the FBLA competition with the Computer and Technology subjects two years in a row.
- I won 5<sup>th</sup> in the nation for the Technology concepts at FBLA in Nashville my senior year.
- Acquired a pilots license in college

### **Community Service**

- Leader in training program at my church, Bible Baptist of Burien. Organized material for teaching, and coordinated special projects.
- Helped construct a new hallway in my church, from one side to another. Had to take out three walls and put up two.
- Volunteer at my church to do anything that needs to be done like janitorial work, plugging in any computers and getting them operational, helping with children in any way I can, or being the sound man during a service.
- Worked in the Good Samaritan program at Liberty University fixing computers for students.

## **REFERENCES**

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### **Dorothy J. Bunker**

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