

Marc S. Galli

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OBJECTIVE:

Seeking a position in Information Technology where my IT expertise in computer repair, training, networking, and websites can be used to excel in a corporate environment.

SUMMARY OF QUALIFICATIONS:

- Microsoft Certified Application Specialist (MCAS), A+ Certified, Microsoft Small Business Sales and Marketing certified, Kantech Corporate Access-Control, Toastmasters Certified Leader (ALB) and Certified Communicator (ACG)
- Experienced with hardware installations, software installations, networking and troubleshooting
- Qualified in various operating systems, e.g.: Microsoft Windows, Windows Server and Linux
- Experienced with various software programs, including MS Exchange Server, Microsoft Office, Adobe Creative Suite, Intuit QuickBooks, Microsoft Accounting, Shelby Systems Non-Profit Management Software, Vegas Video-Editing Software, Adobe Audition and Cubase Audio-Engineering Software, FTP, SSH, WHM
- Proficient in database creation and administration in MySQL and Microsoft Access
- Knowledgeable in programming and scripting languages, e.g.: HTML, PHP, CSS, JavaScript, Action Script, VB6
- 70 WPM Typing Speed

WORK EXPERIENCE:

Education / Transition Aide

Sago Palm Reentry Center - Pahokee, Florida

- Provided career guidance, life coaching, professionalism and work ethics training using FLDOE curriculum
- Managed attendance and student records, supervised students and monitored student progress
- Inventoried and distributed classroom supplies

Information Technology and Internal Security Manager

New Hope Ministries - Naples, Florida

- Provided IT Helpdesk support
- Maintained and repaired workstations, servers and networking infrastructure in 100-user environment
- Administered Active-Directory and MS Exchange servers
- Issued alarm system codes, keys and access-control cards, maintained records, rekeyed locks, duplicated keys, installed and administered access-control system in 100-user environment
- Functioned as an audio technician, operated a 48-channel sound system and provided technical setup, recording, editing, mastering and duplication services for concerts and community functions
- Pulled Category 5 and 6 wire, terminated and connected to networking infrastructure
- Edited video from a 4-camera switch for local television and satellite broadcast using Vegas Video

Owner/Operator

Synergy Incorporated - Naples, Florida

- Provided computer software training, computer repair, hardware upgrades, troubleshooting and support to residential and small-business clientele
- Installed and configured networking infrastructure for clientele
- Designed, created and maintained websites
- Provided website hosting and hosted-exchange services
- Scheduled daily jobs, created proposals, invoiced and billed clients
- Marketed and advertised company and services

EDUCATION:

Associate in Arts Degree, GPA: 3.85. Dean's List

Florida South Western State College (Edison State College) - Naples, Florida

Including: Economics I + II, Financial Accounting I + II, Statistical Methods I, Managerial Accounting Courses

H.S. Diploma, GPA: 4.18

Naples High School - Naples, Florida