

Carl I. Systems

2000 Lovely Lane • Griffin, IN 47333 • (770) 770-0707 • cs00@evansville.edu

OBJECTIVE	Professional work experience in Information Systems or Computer Technology				
PROFILE	Excellent verbal and written communication skills; Well developed management and problem solving skills; Highly responsible, dedicated and organized; Strong technical skills in hardware, peripherals, and software installation; Ability to grasp new concepts quickly; Proven leader and U.S. Military Veteran				
<i>Computer Skills</i>	Windows DOS	Word WordPerfect	Excel Netscape	PowerPoint Explorer	Access C++ (limited)
EDUCATION	Bachelor of Liberal Studies UNIVERSITY OF EVANSVILLE Evansville, IN			Expected May 2006	
<i>Projects</i>	As part of an independent integrated study project, determined the type of computer hardware and software needed to set up a computing system for a local non-profit business; coordinated tests and observed the initial use of the system to ensure that it performed as planned				
	Certificate: Computer Repair & Installation Flintahoochee Technical Institute Thomasville, GA			Received June 1999	
PROFESSIONAL EXPERIENCE	<i>LEADERSHIP/SUPERVISION</i> <ul style="list-style-type: none">• Promoted to Assistant Warehouse Supervisor in recognition of superior work performance and team work• Developed and revised work schedules for all shifts and converted scheduling system to Excel• Supervised teams of up to 14 employees <i>HARDWARE/SOFTWARE/TECHNICAL</i> <ul style="list-style-type: none">• Successfully completed technical certification in computer installation and repair• Installed cameras, scanners, printers, software packages, and memory upgrades to various PCs• Troubleshooted and repaired computers for friends and family <i>COMMUNICATION</i> <ul style="list-style-type: none">• Addressed customer service challenges and consulted with staff to improve service performance• Actively collaborated with 11 team members to perform wall to wall inventories; some valued at more than \$3.2 million• Trained personnel in the use and maintenance of the warehouse locator database system				
WORK HISTORY	Forklift Operator	The Sock Factory	Griffin, GA	2000-Present	
	Warehouse Supervisor	U.S. Marines	Albany, GA	1993-1999	
CITATIONS/ AWARDS	Certificate of Achievement Award		Good Conduct Medal		
	Six letters of Appreciation		National Defense Medal		
	Forklift Safety Driver of the Month		Little League Coach of the Year		