



Resume Cover

9.22.2009

To Whom It May Concern,

This resume is in response to a posted available job. It clearly states my skills,, objectives, experiences, education, and references. I hope it can answer any and all question as to if I am a fit candidate for the available position for which this resume is being applied to. If there are any further questions that need to be answered please contact me through phone or email.

May we arrange an interview to further discuss my qualifications? I am available for an interview at a mutually convenient time.

Thank you for your time and consideration.

Sincerely,

Jack Mayo

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Web Designer › IT Support › Graphics



OBJECTIVE

Obtain an enjoyable work environment where coworkers share experience and tasks; strive to build a strong impression of company recognition in today's demanding industry. Use all known skills, knowledge, resources, and tools to accomplish the best outcome of projects or issues. Expand my knowledge, skills, and social integrity by working cooperatively and efficiently with others; especially sharing ideas and suggestions to better the practices established in hopes of building a better, stronger, and recognized image.

EXPERIENCE

Assistant Store Manager, Gamestop; Ocala, Florida - 12/05 to Present

Store organization and placement of marketing materials, customer service and suggestive advice of electronic gaming materials, trouble-shooting issues and problems, nightly funds counts, inventory control, shipping and receiving, extensive paper work handling.

Production, Silver Springs Bottle Water; Ocala, Florida - 06/05 to 08/05

Operate machinery in safe manner, supply materials for the machine to function properly, and clean work environment.

Valet Parking, Boca Parking Systems; Ocala, Florida - 03/05 to 05/05

Park customer's cars as well as over-see the security of the club's lot.

Sales, North Central Distribution; Ocala, Florida - 01/05 to 03/05

Keep clean organized records on customers. In-house technical support of products. Clean attire; professional attitude. Door to door sales.

Web Design & Graphics, Standard Printing; St. Augustine, Florida - 01/03 to 01/05

Maintain a customer database & accounting for the web department. Develop and publish custom web sites. Keep a work flow running under pressure and finish tasks in a timely manner. Maintain office PC operating systems. Ensure integrity of three in-house servers for file, print, and internal web-sharing serving.

Irrigation Technician, Corey Enterprises Inc.; Palm Coast, Florida - 04/01 to 08/02

Evaluate complex irrigation set-ups in communities and homes. Repair, replace, and correct several mechanical watering devices. Installed electronic controller timers, configure timers for accurate water distribution.

TECHNICAL HIGHLIGHTS

Mac OS 9.1 - OS X 10.4.11 Classic to Tiger	Windows 98 - XP
Advanced HTML Programming	Intermediate PHP Coding
CSS Constructing and Updating	Application Specialists
Adobe, BBEdit, iApps, Quickbooks, OS	Spyware Virus Trojan Removal
Great customer satisfaction and skills	Keen organizational skills

REFERENCES

Rick Parola	Co-worker	386.931.5013
Janet or Ken Stutz	Friends	954.432.2279
Eric Mcgregor	Confidant	646.509.7500
Mitch Mire	Confidant	352.425.8833

EDUCATION

College

August 2006 - Present

- Computer Information and Technologies
- **Accomplished Courses of Study:** (Grade transcript upon request)

CET1171 - Computer Technology	ENC 1101 - English Comp I
MAT0024C - College pre-Algebra	CGS 1700 - Intro Computer OS
CET1172 - A+ Computer Hardware	CET2175 - Help Desk Customer Service
ISS1010 - Intro to Social Science	CGS2557 - Internet Technology
MAT1033 - Intermediate Algebra	HUM1020 - Introduction to the Humanities
MAC1105 - College Algebra	CEN2500 - Net +

Total Credit Hours - 38

High School Diploma - GPA : 3.4

March 1999

Board of Education - Florida

- Self studied and accomplished my skills from determination and interests.
- Extensive acquired skills in computer technology and designing.