

JAMES E. MILLER

4998 Alexis Drive, Liverpool NY 13090 • 315/708-7310 (c)

OBJECTIVE: To establish myself in a career with a solid organization that will utilize my education and skills, as well as expand upon my knowledge and experience.

QUALIFICATIONS: Highly skilled and experienced using and/or troubleshooting computers, basic repair of PC's and building customized computers, also familiar with Mac based systems. Experienced in Internet Web mastering, Networking, and utilization of the following Operating Systems and software: Windows Server 2003, Windows 2000, Windows XP, Vista, Adobe DreamWeaver, Adobe Photoshop & Microsoft Office Suite. Management/supervisory skills & experience.

EDUCATION:

- Associate in Science (1992) Business Administration, Jefferson Community College, Coffeen Street, Watertown, NY 13601
- Associate in Arts (1987) Humanities and Social Sciences, Jefferson Community College, Coffeen Street, Watertown, NY 13601
- Regent's Diploma (1985), Sandy Creek Central School, Salisbury Street, Sandy Creek, NY 13145

WORK EXPERIENCE:

8/00-Present – IT Manager/Network Administrator/Web Master

HFW Communications, 6437 Collamer Road, East Syracuse, NY 13057

- Production Manager of Internet Department responsible for work flow, scheduling, purchasing and administrative duties.
- Web design & maintenance of 300+ websites, primarily utilizing Adobe DreamWeaver CS3.
- Responsible for server setup, domain registration and administration for company & clients, as well as Email administration on Linux and Windows based servers.
- Maintain and administrate Windows 2003 network and Mac OSX based network for aprx. 20 company work stations.
- Primary “help-desk” resource for company (aprx. 20-30 employees), and entire client base, including hardware, software installation & setup, troubleshooting and support.
- Hardware & software ordering and procurement.
- Inventory Control

11/99-5/00 - V.P. of Production - Artistic Lee, 1509 Main Street, Sylvan Beach, NY 13157

- Digitizing for embroidery of promotional materials (garments, shirts, hats, etc.)
- Responsible for all aspects of productions from ordering materials, to quality control and finished product and delivery.

3/98-9/99 - Computer Repair/Dial-Up Internet Set-up - The Circuit's Edge, 6003 S. Main Street, Sandy Creek, NY 13145

- Initiate all aspects of internet access for clients.
- Responsible for in-home service calls and client support.

1992-11/99 - Embroidery Design/Production Manager-Supervisor - Xeos Incorporated, 49 Salisbury St., Lacona, NY 13083

- Digitizing, screen printing and operation of embroidery machines.
- Direct supervisor of 5-10 employees, responsible for scheduling, job distribution, and quality control of finished product.

AWARDS AND RECOGNITIONS: National Honor Society (1984-85), Who's Who of American High School Students (1981-85), Gifted and Talented Program (1979-80). Recipient of 1st Annual Tucker/McDonalds of Pulaski Scholarship (1985).