

# Christopher K McGee

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## OBJECTIVE

Seeking the opportunity to combine these skills in the field of graphic Communications.

## SUMMARY

U.S. Air Force veteran with more than five years management experience. A proven track record of identifying potential problems within my area of operations and finding effective ways to correct them. Knowledgeable in computer hardware and software installation, as well as several other aspects of Network operations.

## SKILLS

- Knowledgeable in computer maintenance and operations, to include MS Office, Windows Server 2000, Networking, Computer Hardware and Software
- Successful ability to communicate computer knowledge to people of various levels of computer knowledge
- Proven listening skills which allow me to identify a problem and find an effective solution
- Ability to read and interpret wiring diagrams, schematics, and technical drawings
- More than five years experience in supervision and management
- Able to create schedules for projects based on order of urgency, time constraints, resources available, and manpower
- Consistently called on as a peer to peer trainer for new employees
- Frequently put in a "First Response" position, due to a proven record of responding to short notice or emergency situations

## PROFESSIONAL EXPERIENCE

University of Northern Iowa  
**ITS Technician**

Cedar Falls, Iowa  
2005-Present

- ❖ Assists the technical coordinator with many IT duties, hardware maintenance and installation, software installation and configuration, and relocation of equipment such as printers
- ❖ Add new computers to, or remove obsolete computers from the domain
- ❖ Wipe old computers and prepare them for resale
- ❖ Order warranty replacement parts for all units and install upon arrival
- ❖ Ensure all computers are updated with latest versions of all software
- ❖ Harvest usable hardware from outdated computers

# Christopher K McGee

Hamilton College

Cedar Rapids, Iowa

## **Tutor/ Desktop Technician**

2004-2005

- ❖ Provided peer assistance for IT students
- ❖ Assisted the technical coordinator with many IT duties, to include wire maintenance, hardware maintenance and installation, re-imaging computers, software installation and configuration, and relocation of equipment such as switches
- ❖ Primary point of contact for students with questions about Software Applications(MS Office), Spreadsheet Applications, LAN Concepts, Introduction to Web Design, and most other IT courses
- ❖ Instructor for 2005 Summer Computer Camp for 4<sup>th</sup> and 5<sup>th</sup> Graders

Per Mar Security

Cedar Rapids, Iowa

## **Security Site Supervisor/Patrol Officer**

2002-2005

- ❖ Created weekly work schedules for all security guards on site
- ❖ Instituted additional work duties schedule for periods of inactivity
- ❖ Performed various daily, weekly, and monthly security checks
- ❖ Controlled primary entry point to facility
- ❖ Maintained multiple event logs to record daily activity
- ❖ Interacted with plant managers and safety supervisors to facilitate maximum efficiency

United States Air Force

Offutt AFB, NE

## **HVAC/R Apprentice and Journeyman**

1992-1998

- ❖ Performed complete rewiring and replacement of major components in essential boiler plants
- ❖ Created standard chemical testing procedures used in 4 different boiler plants to minimize operational differences and retraining time
- ❖ Completely rewrote and updated the Fuels Management System to comply with all EPA guidelines
- ❖ Reorganized and updated all CFC files to comply with EPA guidelines
- ❖ Responsible for initial training of all incoming personnel
- ❖ Responsible for obtaining any equipment or documentation required for all job orders pertaining to the Heat Shop
- ❖ Honorably Discharged

## **EDUCATION AND TECHNICAL TRAINING**

AAS Computer Information Systems with a Networking concentration from Hamilton College July 2005

Currently Enrolled at University of Northern Iowa with a Computer Science major

Member of the University of Northern Iowa's NASA Means Business 2007 Finalist Team

Currently one class short of AAS in Mechanical and Electrical Engineering

**Reference Upon Request**