Kirk Reed Chambers, Jr.

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OBJECTIVE: Seeking an Information Technology position with an industry leader.

CAPABILITIES
- Routinely use various communications software packages Outlook, PM Mail, Corel Mail, Pegasus Mail, Pine, GroupWise (V. 4-6), Adobe Acrobat 8 Professional.
- Proficient in multiple Operating Systems (Microsoft DOS, Windows, Linux (Slackware, Red Hat, Mandrake/Mandriva).
- Proficient in office productivity software Microsoft Office (Word, Excel, Power Point, Access: All); Star Office V3.

EXPERIENCE
University of Texas at Dallas, Richardson, Texas
Computer Equipment Maintenance Technician I   **August 2005 - Present**
- Maintain & perform minor repairs on electronic & mechanical components of computer related equipment.
- Perform routine maintenance & repair operations on computer peripherals, data communications equipment & data terminal equipment.
- Assist in maintenance of computer processors & construct special purpose computer related equipment from detailed specifications.
- Analyze, troubleshoot, and repair hardware/software.
- Update hardware and software.
- Operate Library Information Technology Services help desk & enter data in help desk databases.
- Maintain departmental inventory records with library administration and university property administration.

Bland ISD, Merit, Texas
Middle School Computing Technology Substitute Teacher
November 2004-December 2004
- Oversee classroom operations carrying out lesson plans in the absence of the full-time teacher.
- Maintain classroom order according to district and campus policies.

Texas Engineering Extension Service (TEEX), College Station, Texas

In progressively responsible positions within TEEX, I provided complex administrative support duties such as research related to support marketing, project development and proposal preparation. I developed and maintained electronic files and databases related to multi-divisional workforce projects, marketing and project development. I coordinated with the Public Works – NERRTC (National Emergency Response and Rescue Training Center) Program Manager to maintain the electronic course schedule.

Engineering Utilities and Public Works Training Division
Lead Office Assistant,   **January 2003 – June 2003:**
- Continued workforce development duties from home while completing an undergraduate degree.

Staff Assistant, **May 2000 to the January 2003:**
- ➢ Coordinated course schedule for Public Works: Preparing for and Responding to Terrorism/ Weapons of Mass Destruction with Program Manager and Jurisdictional Points of Contact.
- ➢ Provided program instructors with updated course attendance and logistical data.
- ➢ Researched funding sources for grants and request for proposals (RFP's).
- ➢ Developed and maintained all files and databases related to Workforce Service Group projects.
- ➢ Coordinated proposal submission with agency contract office.
- ➢ Prepared and submitted proposals to request WIA Youth services funding.
- ➢ Assisted Divisions with TWC program submission.
- ➢ Prepared responses for Workforce Services Group projects with local workforce development boards.
- ➢ Collected and submitted data for subsequent certification for division workforce development programs.
- ➢ Coordinated with Network Information Systems activities related to THE-CB/SOICC student data submission
- ➢ *Assisted Human Resources with Customer Service Duties.*
- ➢ Converted H.R. forms for electronic completion.

Customer Service Specialist, **June 1998 – May 2000**
- ➢ Operated multi-line telephone (5 lines) for Public Sector Training Division's programs, and assisted in student registration.
- ➢ Contacted clients submitting web-based requests for information.
- ➢ Maintained the mailing lists for the Water/Wastewater and On Site Septic Facilities programs.
- ➢ Handled student telephone and fax registration requests for the Telecommunications Program.
- ➢ Assist PSTD program managers and Registration Clerks with client contacts as necessary.

EDUCATION
Texas A&M University - Commerce, Commerce, Texas
Bachelor's of Science, May 2004

Certifications
- ➢ **CompTIA A+:** Installation, Configuration, Upgrade, Maintenance, Troubleshooting and repairing Microcomputer Hardware; and Windows 9X and 2000 microcomputer systems.
- ➢ **CompTIA Network+:** Vendor independent Configuration, Installation, Upgrade and Maintenance of Network infrastructure.

OTHER QUALIFICATIONS

Work Related Training
- ➢ Word 2002 XP – Level 2, New Horizons Computer Learning Centers
- ➢ Intermediate MS Access 97, Texas Eng. Ext. Service: Career Advancement and Applied Technology Training Division
- ➢ TEEX Microsoft Word 6 Introduction I, Texas Eng. Ext. Service
- ➢ TEEX Microsoft Excel 5 Introduction I, Texas Eng. Ext. Service
- ➢ TEEX Microsoft Access 2 Introduction I, Texas Eng. Ext. Service
- ➢ TEEX Microsoft Upgrading Windows 95, Texas Eng. Ext. Service
- ➢ TEEX Microsoft Power Point 4 Introduction I, Texas Eng. Ext. Service
- ➢ TEEX Group Wise 4 Introduction, Texas Eng. Ext. Service
- ➢ Coping Skills for Customer Service Professionals, American Management Association
- ➢ The Basics of Web Site Design, American Management Association

- Intellectual Property, National Council of University Research Administrators
- Deans List, East Texas State University (Texas A&M University – Commerce), December 1994