

ALLEN J. COOK

MCP, A+ and Power Limited Electrician

5296 398th St
Rice, MN 56367
(218) 244-8698
ajcrazyo@gmail.com



Objective:

It is my goal to obtain employment in Central Minnesota. I have four years experience in workstation & server deployment, diagnostics, upgrades, repairs, documentation and training. I am a fast learner, detail oriented, and possess excellent communication skills.

Education:

Associate in Applied Science Degree - Computer Networking

Mesabi Range Community and Technical College
1100 Industrial Drive, Eveleth MN 55734

Certifications and Licenses

- Microsoft Certified Professional (MCP)
- CompTia A+ Certified
- Minnesota State Board of Electricity Power Limited Technician License

Skills:

I have extensive skills with the following items:

Hardware:

- Cat5, Coax and Fiber
- IBM Compatible & Macintosh Workstations
- Cisco, Nortel & Dell Networking Equipment

Operating Systems:

- Microsoft Windows 95/98/NT/2000/XP/Vista
- Microsoft Windows NT/2000/2003 Servers

Software:

- Microsoft Active Directory
- Microsoft Exchange
- Microsoft Office 2000/XP/2003/2007
- Microsoft IIS 6.0 & Apache HTTP Server
- Symantec Ghost/Antivirus/Client Security
- Citrix, RDP and VNC

Experience:

W3i Holdings LLC (formerly Freeze.com LLC) • Sartell, MN

Office Support Services • May 2006 - May 2007

- Redesigned all group policies to control computers and install software.
- Managed entire VoIP telephone system.
- Maintained unified messaging system.
- Provided technical support to end users.
- Trained users on operating systems and new applications.
- Tracked and kept inventory of all hardware on site.

Hatchet Computers • Deer River, MN

Owner and Technician • May 2003 - April 2006

- Set up small wired and wireless LANs.
- Installed new hardware and peripherals.
- Wrote and maintained WebPages (HTML, CSS, JavaScript, flash).
- Prepared and loaded older computer systems with newer operating systems.
- Hired and supervised two employees.
- Kept financial records of all transactions and did taxes.

Ainsworth Engineered USA LLC (formerly Potlatch Corporation) • Cook, MN

Information Services Technician • June 2004 - April 2005

- Maintained and performed daily backups of Windows servers.
- Created and maintained user accounts and mailboxes.
- Upgraded all computers on site to Windows XP.
- Set up and configured workstations and laptops for new employees.
- Programmed the PBX for new lines/phone numbers.
- Troubleshoot and repaired hardware and software issues.

Reply to: (218) 244-8698 • ajcrazyo@gmail.com
References furnished upon request