

MATTHEW R. ROMELL

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Fonda, NY 12068
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Work Phone (518) 243-3484

OBJECTIVE: A rewarding and challenging career as a computer technician within a growing organization in the field of computer informational systems that will utilize my skills, experience and education, as well as teach me and help me grow.

SKILLS

- DOS, Windows 95, 98, ME, NT, 2000 & XP
- MS Word, Excel, Access, Power Point, Outlook
- C++, COBOL, Visual Basic, Siemens Hospital Software
- Web Page Design, FTP, HTML, Front Page, Dream Weaver
- Networking, MS Active Directory
- Database Design and management
- Adobe Photoshop

EDUCATION

- 2001-2003 SUNY IT Utica Rome, Utica, NY
Bachelors Degree, Computer Informational Systems
- 1999-2001 Alfred State College, Alfred, NY
Associate Degree, Computer Informational Systems
- 1996-1999 Burnt Hills-Ballston Lake High School, Charlton, NY
Local Diploma

WORK EXPERIENCE

- 2004-Present Computer Technician, Ellis Hospital
 - Dell Certified
 - Maintain, analyze, troubleshoot, and repair computer systems, hardware and computer peripherals.
 - Document, maintain, upgrade or replace hardware and software systems.
 - Support and maintain user account information including rights, security and systems groups.
 - Service printers
- 2001-2004 Student Ambassador, SUNY Utica Rome College
 - Tour Guide for Admissions Office
 - Secretarial work for Admissions Office
 - Head of Student Ambassadors
- Summer 2003 Computer Technician Internship, Albany Medical Center
 - Computer Repairs & Maintenance
 - Resolving Networking Issues
- Summer 2003 Electronics Dept., Glenville Wal-Mart
 - Customer Service
 - Inventory Orders