ELLIOTT KESTER

EXPERIENCE

6/2008 - Present   Independent IT   South Carolina

Consulting

Work as an independent IT Consultant for businesses and individuals throughout South Carolina. Includes computer and network maintenance, Website design and support, informations equipment selection and implementation, and other tasks to support client IT needs.
Clients include:
Davis & Associates, Chapin, South Carolina
Straight Freight Inc., Spartanburg, South Carolina
St. Mary's Episcopal Church, Columbia, South Carolina
The Westside Club, Spartanburg, South Carolina

1/2008 - 7/2008   Dutch Fork High School   Irmo, South Carolina

Performing Arts Technician

Lighting and sound technician for drama, band, choral, and other productions. Also worked in front office, as described in previous responsibilities for Dutch Fork High School (1/2007 - 5/2007).

3/2006 - 6/2008   Welcome to The Big Leagues   Columbia, South Carolina
                               Baseball Academy, LLC

Office Staff

Responsible for completing sales using QuickBooks Point-Of-Sale, answering phones, assisting customers with Website including creating and updating profiles and scheduling lessons, create brochures using Microsoft Word, create tax and financial reports using QuickBooks Point-Of-Sale in conjunction with Microsoft Excel. Design Web pages and implement updates on all pages.

1/2007 - 5/2007   Dutch Fork High School   Irmo, South Carolina

Front Office Receptionist

Student, parent and public facing support. Answer 16 line phone and transfer to appropriate staff member, assist visitors in the main office, and make school's daily announcements.

EDUCATION

1/2011 – 5/2014   University of South Carolina Upstate   Spartanburg,
                                                      South Carolina

Baccalaureate Degree
B.A. in Information Management and Systems with a minor in Business Administration.

| 8/2008 - 12/2010 | Midlands Technical College | Columbia, South Carolina |

Career/Technical

A.A.S in Telecommunications Systems Management.

ACTIVITIES & AFFILIATIONS

| 8/2012 - Present | Gamma Beta Phi | |

The Gamma Beta Phi Society has been recognizing excellence in education and requiring community service since it was founded in 1964.

| 7/2009 - Present | Christus Victor Lutheran Church | |

Volunteer web designer and consultant for Christus Victor's Website.

| 2/2007 - 6/2008 | Interact Club | Rotary International |

Worked with the Alive @ 25 program at Dutch Fork High School.

| 8/2005 - 6/2008 | Key Club International | Kiwanians International |

Community service, leadership development, and fellowship organization.

| 8/2004 - 6/2008 | BETA Club - Dutch Fork High Chapter | National BETA Club |

Academic, service, and leadership organization.

SKILLS

Computer Maintenance and Networking

Experience in use and maintenance of Cisco IOS, Windows XP/Vista/7 Home and Professional, Windows Server 2003 and 2008.

Microsoft Office

Working knowledge of:

Microsoft Word[+]

Microsoft Excel[+]

Microsoft Power Point[+]

Microsoft Project

Microsoft Publisher

Microsoft Outlook

[+]*Denotes advanced skill level*

Office Machines
Experienced in the use of:
Multi-Line Telephone
Copier
Fax Machine
Scanner
Multi-Tray, Multi-Function Printer

Web Design and Management
Working knowledge of HTML code, with the ability design and produce a Website.
Experience in using WYSIWYG editor to create and edit websites.

AWARDS/HONORS

12/2010	A+ Certification	CompTIA

CompTIA A+ certification validates foundation-level knowledge and skills necessary for a career in PC support. It is the starting point for a career. The international, vendor-neutral certification proves competence in areas such as installation, preventative maintenance, networking, security and troubleshooting.

12/2010	Security+ Certification	CompTIA

CompTIA Security+ is an international, vendor-neutral certification that demonstrates competency in:
•Network security
•Compliance and operational security
•Threats and vulnerabilities
•Application, data and host security
•Access control and identity management
•Cryptography

12/2010	Network+ Certification	CompTIA

CompTIA Network+ certification proves knowledge of networking features and functions and is the leading vendor-neutral certification for networking professionals.

1/2010	CCENT (Lapsed)	Cisco Career Certifications

Cisco Certified Entry Networking Technician.
Validate certificate's authenticity at:
www.cisco.com/go/verifycertificate
Certificate Verification No. 401904167439CNDG

8/2008	Life Scholarship	State of South Carolina

State academic achievement award. Minimum cumulative high school GPA 3.5. Must maintain college 3.0 GPA.

Chris Clements
St. Mary's Episcopal Church
Priest (Ret.)
███████████
███████████████

Peter Sercer Sr.
Colonel, USAF (Ret.), Ed.D.
███████████
███████████████

Ralph Davis
Davis & Associates
███████████
███████████████

Tracy Harrison
The Westside Club
Director
███████████
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