

Kevin Broadie

Information Technology Specialist

PROFESSIONAL HISTORY

IT Specialist

Kevin Broadie Computer Services — Palm Springs, CA
June 2011 – Present

Geekworks, LLC — Palm Desert, CA
August 2010 – June 2011

On-site workstation troubleshooting and repair.
Setting up and maintaining wired and wireless networks.
Managing user accounts with Windows Server.
Managing security patches and other system updates.
Training individuals and small groups on a wide range of software.
Installing and configuring wireless security cameras.
Installing and configuring wireless POS systems.
Removing and preventing virus and malware infections.
Implementing and maintaining disaster recovery solutions.
Purchasing assistance for hardware and software.
Communicating effectively as a liaison between clients and vendors.
Installing and configuring network printers.
Troubleshooting and configuring home automation systems.
Supporting iPhone, Blackberry, and Android devices.

Online Creative Producer

The Desert Sun Publishing Co. — Palm Springs, CA
Sept. 1999 – Apr. 2004, May 2005 – Dec. 2007, Dec. 2008 – July 2009

Designed and maintained online advertisements for over 600 campaigns.
Designed special section pages and microsites.
Redesigned and established design standards for website.
Made editorial decisions for breaking news and developing stories.
Posted news articles to the website.
Maintained classified and real estate databases.
Trained coworkers on a wide array of software and web applications.

Instructor

COD Center for Training & Development
Palm Desert, CA, May — Aug. 2004

Planned and instructed the following courses:

- Introduction to the Internet
- Internet – Beyond the Basics
- Digital Photography Editing Basics
- Advanced Digital Photography Editing

ADDITIONAL SKILLS

- Microsoft Office & Adobe Creative Suite
- Corporate branding & brand management
- Rich-media web advertising
- eCommerce (osCommerce, ProStores, PayPal)
- Typography & grid systems
- Web and mobile UX design
- HTML5/CSS3/jQuery/ActionScript
- Photo retouching and color correcting
- Email marketing (Constant Contact)
- Forum management (IPB, phpBB, Vanilla CMS)

FORMAL EDUCATION

B.A., Graphic Design & Marketing
California State University, San Bernardino

Certification, Digital Design & Production
College of the Desert — Palm Desert, CA

Certification, CompTIA A+, Network+
Career ID: 001020438733

MAIL

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VISIT

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WRITE

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