

BENJAMIN COOK

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Bellevue, MI 49021

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OBJECTIVE

Obtain the experience and knowledge of computer networks and systems therefore to develop skills to become an Information System Specialist or Network Administrator.

EXPERIENCE

INFORMATION TECH. INTERN, VENTURA MANUFACTURING; ZEELAND, MI — 2007-2008

- Network and computer technician
- Windows Server 2003 with Active Directory
- Site wide backup administrator using Symantec Backup Exec
- Anti-virus administrator using Symantec Corporate Anti-virus

CTS A/V TECHNICIAN, GRAND VALLEY STATE UNIVERSITY — 2006-2007

- Computer Technology Support audio visual technician
- Performed setups of Audio and Visual equipment for conference events
- Basic computer technician
- Performed regular maintenance on digital projectors

IT BUSINESS PARTNER INTERN, KELLOGG'S COMPANY; BATTLE CREEK, MI — 2006

- Intern for the IT Business Partner's at Kellogg's
- Built Security role matrix for ACD (add, change, delete) SAP system
- Used SAP to find examples of user roles
- Inventory of Lotus Notes database for decommission

COMPUTER TECHNICIAN, OLIVET COMMUNITY SCHOOLS; OLIVET, MI — 2004-2005

- Network and computer technician
- Novell Network with Window's computers
- Wired new CAT-6E cable for network additions
- Maintained and upgraded network and computer hardware components

EDUCATION

COLLEGE

Grand Valley State University, Allendale, MI — Bachelors in Information Systems with General Business Minor, In progress

VOCATIONAL

Calhoun Area Technology Center, Battle Creek, MI — Computer Network Technology Course, 2003 - 2005

HIGH SCHOOL

Olivet Community Schools, Olivet, MI — General Dipolma, 2001 - 2005

SOFTWARE SKILLS

Microsoft Office Suite including Word, Excel, PowerPoint, Access, OneNote and Project Professional. Adobe Photoshop and Dreamweaver. Novell software skills. Mac OS X skills. iWork Office Suite including Pages, Keynote and Numbers. Experience with SAP software system.

REFERENCES

Joel Boyles
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Dave Chapman
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Carol Kita
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