

Bruce E. Hamilton

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Working Theory

Combining a diversified background of training and work experience allows me to be an asset rather than a liability. While IT has been the primary focus of my professional experience, I have also accelerated with technical graphics/illustrations and writing. I prefer to focus on the information half of IT and what that information can do to help an organization reach its maximum potential, at the same time I am able to maintain the technology half of IT. I also adapt easily to new situations, equipment, and software.

Technical Skills

- Microsoft Visual Studio.NET (VB) 2003, 2005 / VBA (Word, Excel) / SQL Server 2000
- Microsoft Windows XP • 2000 • NT 4.0 • 9X • 3.X
- Microsoft Office 2003 • XP • 2000 • 97 / Microsoft Visio • Project • FrontPage
- Corel PerfectOffice (WordPerfect)
- Macromedia Dreamweaver • Fireworks
- WrightSoft RightSuite Residential
- Autodesk AutoCAD
- Local Area Networks (LAN) • Wide Area Network (WAN) • Storage Area Network (SAN) • Wireless Local Area Network (WLAN) • Internet Technologies • TCP/IP
- Able to rapidly learn and productively use new software

Education

University of Phoenix-Online

Phoenix, AZ

Bachelor of Science, Information Technology

- 78 of 123 credits completed

Orange Technical Institute

Gaithersburg, MD

Microsoft Certified Solutions Developer (MCSD)

- Completed 196 hours of Visual Basic.Net / SQL Server coursework in pursuit of a MCSD certification
 - Programming With Microsoft Visual Basic.Net
 - Developing Microsoft ASP.NET WEB Applications Using Visual Studio.Net
 - Programming With Microsoft ADO.NET
 - Building COM+ Applications Using .NET Enterprise Services
 - Developing XML Web Services using ASP.NET
 - Querying Microsoft SQL Server 2000 with Transact-SQL
 - Programming a Microsoft SQL Server 2000 Database

CompUSA Training Supercenter

Gaithersburg, MD

Microsoft Certified Systems Engineer (MCSE)

- Completed 150 hours of Information Systems Management / Support coursework in pursuit of a MCSE certification
 - Windows NT 4.0 System Administration
 - Windows NT System Architecture and Network Support
 - Windows NT 4.0 Enterprise Technologies
 - Windows NT Server 4.0 TCP/IP
 - Managing Internet Information Server
 - A+ Certification

Certificate Training received from Various Providers

- Coaching and Teambuilding Skills for Managers and Supervisors
(Provided by: SkillPath)
- Leadership "Management" School
(Provided by: United States Air Force)
- Student Leader Management
(Provided by: United States Air Force)
- Lead Assessor Training
(Provided by: The Victoria Group)
- Documenting your Quality Management System
(Provided by: American Quality Resources)
- Internal Auditor Course to the ISO9000 Standard
(Provided by: Advent Management International, Ltd.)

- Experience**
- Information Technology, (IT) Consultant** 1995-2007
- Provides clients with on-site and telephone help desk support
 - Recommends hardware and software based on client needs, not current trends
 - Trains clients on software and hardware to ensure a rapid return on investment
 - Designs, implements and maintains network based on client's requirements
- R. W. Harrell's Pump Service, Inc.** Sharpsburg, MD
System Design Engineer / System Engineer-Administrator 2006-2007
- Utilizes "state-of-the-art" software to design residential heating and cooling systems
 - Sourced software and hardware to cut in half the time required to calculate residential heating and cooling requirements by converting blue-prints to DXF files
 - Automated commonly used forms and documents to reduce the amount of time required to complete
 - Increased the company's visibility with customers through strategic use of graphics
- Carter Control Systems, Inc., (CCS)** Frederick, MD
Project Engineer 2004-2006
- Assembled computers that operate U.S. Postal Service, (USPS) automated mail sorting systems
 - Wrote operations manuals for use by the USPS and CCS employees
 - Created graphics used for both in-house manufacturing and USPS manuals
 - Designed and created both VBA Code and graphics used in the shop traveler system to automate production tracking
 - Installed and maintained automated mail sorting systems at USPS facilities, also trained local maintenance personnel
- Capital Electro-Circuits, Inc.** Gaithersburg, MD
Manager, Information Systems 1995-2003
- Designed, installed, and maintained Windows 2000 Professional, 9x, and 3.x network reducing equipment cost and requirements by 45%, including WLAN
 - Consultant for sister company's IT requirements
 - Updated and maintained corporate web presence
 - Sourced IT related Information Services materials and services

