

FRANK DIAZ

7858 CLOVER WAY • EL PASO, TX 79915-3202
PHONE 915-594-2705 • E-MAIL FRANKYDMAN@YAHOO.COM
HTTP://WWW.GEOCITIES.COM/FRANKYDMAN

OBJECTIVE

To acquire a position to augment and endow my personal and professional experience that range from computers, inventory and a variety of office applications in an active and respectable environment.

EDUCATION

Electrical Engineering/ Computer Engineering/ Telecommunications

Conclusion of June 2005 DeVRY University 2149 West Dunlap Ave., Phoenix, AZ 85021

- Provide expert judgment, consultation and analysis in the area of design, development and implementation of technical products and systems. To be recognized as technical leader and resource. Responsible for all internal activities and product development. Familiar with a variety of field concepts, practices, and procedures. Rely on extensive experience and judgment to plan and accomplish goals. To design, develop, plan, coordinate and test all aspects of electrical components, equipment, and machinery. Perform a variety of tasks and provide consultation on complex projects and to be considered a top-level contributor/specialist.
- To be able to analyze telecommunication functions of organizations. Work to develop, improve, maintain, and implement network systems to meet developing business needs. Familiar with a variety of the field concepts, practices, and procedures. Rely on extensive experience and judgment to plan and accomplish goals. Perform a variety of tasks to lead and direct the work of others.

PROFESSIONAL EXPERIENCE

Order Section Temporary Worker

August 2001 – October 2002 Ysleta ISD: Purchasing Department 9600 Sims Dr, El Paso, TX 79925

- Obtain and overlook specs from quotes obtained by companies to help save departments/campus's money.
- Work with teachers and vendors both over the phone and in person to person on a daily base.
- Scan a large majority of the paper work for quotes as well as some contracts onto the database. In turn, this allows anyone in the district to see the entire report on his or her computer, without entering or calling the department.
- Re/create working documents to make the paperwork organized and carry a professional touch.

Volunteer Teacher Tech-Aid

August 2000 – May 2001 Bel Air High School: Technology Room 713 N. Yarbrough, El Paso, TX 79915

- Worked with the teacher to help implement more technology in the classroom.
- As the President of the Technology Student Association, I also worked to help educate students of Bel Air HS with concepts of newer technology.
- Revived old equipment to create banners, flyers, to broadcast video though multi television sets, maintain the computers in the class room, and assisted in helping the teacher learn new technology.

PERSONAL QUALIFICATIONS

Work well with computers, self reliant, hard working, well-mannered, an eye for quality and style, organized, idyllic, professional, wide degree of creativity and latitude, high energetic with an interest in interacting with people, and most importantly take pleasure in challenges.

FRANK DIAZ

7858 CLOVER WAY • EL PASO, TX 79915-3202
 PHONE 915-594-2705 • E-MAIL FRANKYDMAN@YAHOO.COM
 HTTP://WWW.GEOCITIES.COM/FRANKYDMAN

SKILLS

- OFFICE ABILITY: Answering Phones Profusely; Fundamental Accounting; Computer-Aided Graphics; Filing; Image Processing; Indexing; Keyboarding (Produce memorandums, reports, agendas, itineraries, letters, labels/ envelopes, minutes, news releases, outlines, speeches, tables, and tables of content, reproduce aged papers in many formats); Multimedia; Basic Networking; Scripting; Spreadsheets; Web Pages; Keyboard 50 WPM; 10-key 25 WPM.
- OFFICE EQUIPMENT: PC and Macintosh computers, printers, scanners, fax machines, analog/digital cameras & camcorders, copy machines, multi-lined-telephones, LCD Projectors, and internal/portable drives (i.e.: zip drives, floppies, CD-R/RW Drives, clips, Storix drives, jazz, orb, and other external/internal hard disks/media).
- OFFICE PROGRAMS/APPLICATIONS: Well Educated in Microsoft Office (Word, Excel, Access, PowerPoint), Adobe Software (Acrobat, PhotoShop, Premiere, Illustrator, In Design), AutoCAD, Apple Works, Avid Cinema, Poser, Painter, Bryce, Macromedia (Director, Dream weaver, Fireworks, Flash, Freehand), Netscape, Internet Explorer, search engines and other small applications/effects/ filters.
- OFFICE EXTRAS: Able to install scanners, printers, CD tower, trouble shoot faulty computers, install/uninstall/upgrade software, or reinstall computers.

CUMMUNITY SERVICE HOURS

Club/Organization	Activity	Year	Hours	Sponsor
Business Professionals of America	Paint-A-Thon	1999	8	Estela Loy
Student Counsel	Parent Night	2000	3	Gilbert Barraza
Business Professionals of America	Food Drive	2000	4	Estela Loy
Youth In Christ	Food/Clothes Drive	2000	4	Daniel Puente
Business Professionals of America	Mentor	2000-2001	12	Estela Loy
Personal Volunteer Work	Student/Teacher Tech Aid	2000-2001	100	Joanne Priest
Key Club	Distributing American Flags	2001	3	Mr. Dillon
Student Counsel	Memorial for September 11	2001	4.5	Gilbert Barraza
Business Professionals of America	Mentor	2001-2002	12.5	Estela Loy

CLUBS & ORGANIZATIONS

- Business Professional of America (President, Treasurer, Historian)
- Future Business Leaders of America
- National Honor Society
- Spanish Honor Society (Secretary, Historian, Parliamentarian)
- Technology Student Association (President)
- C ++ Programming
- Key Club (Historian)
- Senior Class Officer (Historian)
- Student Counsel
- Youth In Christ

PERSONAL REFERENCES