

Thomas Gardner

Education

August 03 - Present University of Illinois @ Springfield Springfield, IL
Bachelor of Arts in History, Secondary Teaching Certificate

Professional experience

August 06-Present University of Illinois @ Springfield Springfield, IL
Tech Support Center Student Supervisor

- Responsible for supervising and training other workers in the campus helpdesk area
- Responsible for creating the student worker schedule
- Responsible for responding to emails, voicemails, and phone calls at the campus helpdesk
- Extensive experience with: Windows XP, Windows 2000, Windows Server 2003, Microsoft Office Suite, Mac OS X, Adobe Suite
- Other special projects as assigned by the full time manager

January 04 - August 06 University of Illinois @ Springfield Springfield, IL
UIS Journal Webmaster

- Responsible for creating and maintaining the website for the UIS Journal, the on campus student newspaper of the University of Illinois at Springfield.

May 04 – May 06 University of Illinois @ Springfield Springfield, IL
UIS SGA Webmaster

- Responsible for creating and maintaining the website for the UIS SGA, the Student Government Association of the University of Illinois at Springfield.

Summer 00, 01, 02 Trails West Council Wood River, IL
Camp Counselor

- Responsible for safety of scouts and their adult partners
- Extensive experience with teaching students various arts, crafts. Also responsible for teaching students proper handling techniques for using and handling bb guns and archery equipment
- Responsible for night time entertainment of scouts at nightly campfires

References

Available upon request

Interests and activities

Technology, Sports,

Volunteer experience

Computer Banc in Springfield, Il; Trails West Council in Wood River, IL.

Hobbies

Hockey, Videogames