

# Shane Paul M<sup>c</sup>Cook

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## Objective

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To obtain a position in the Milwaukee metro, which will allow me to continue to develop my skills in Information Technology and Networking.

## Work Experience

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### Howell's Motor Freight, Inc., Cloverdale, VA

December, 2005 – Present

#### System Administrator

- Support Windows XP/2000 users in a Windows Server 2003 domain and Novell Netware environment.
- Desktop-laptop deployment, troubleshooting/repair; software installation and maintenance; printer and peripheral installation; and networking.
- LAN design recommendations as well as research and recommendations for purchases.
- Successfully planned and implemented a new server rack for the new Domain, Citrix, and Imaging servers including installing Cat6 cabling for Gigabit connectivity into the existing LAN.
- Created documentation for tracking VPN, PC and server assets, and license.

### The Computer Works, Salem, VA

July, 2005 – December, 2005

#### Contracted Bench & Field PC Technician

- Computer repair and service, networking, and retail sales
- Desktop and laptop troubleshooting, repair, and upgrading; custom system design-build; system restoration
- Printer/peripheral hookup; Dial-up/DLS/Cable setup; and networking.
- Direct interaction with customers and retail sales.

### Radford University, Radford, VA

August, 2004 – May 2005

#### Scene Shop Foreman

- Daily supervision of the scene, lighting, and properties shops for Department of Theater productions
- Instruction of students in hands on work; coordinating schedules to meet production deadlines
- Maintenance of all tools and equipment; Organized and maintained storage locations
- purchasing research and decisions for equipment and supplies

### The Shakespeare Theater, Washington, D.C.

August 2001 – June 2004

#### Assistant Properties Manager

- Maintenance and tracking of labor and materials budgets totaling nearly \$300K for the Properties Department of a large regional non-profit theatre.
- Developed spreadsheets to allow for a more efficient and accurate tracking of shop accounting, which resulted in the improvement of management's satisfaction with internal accounting.

### Universal Orlando, Orlando, FL

June 1993 – April 2003

#### Tech I - Events Production Lead

- Coordination, execution, supervision and follow-up of corporate special events, serving internal and external clients.
- 15 to 15,000 guests with crews as large as 30
- Processed event request; produced internal electronic and paper documentation; resource requisition and management; interfacing with vendors; produced working drawings and 3D constructions.

## Education

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Virginia Western Community College

Cisco CCNA + Microsoft MCSA Career Study

- Program is preparatory for the CISCO Certified Network Associate and Microsoft Certified System Administrator certifications.
- Completed CCNA Academy, Windows XP, Windows Server 2003, Networking 101, Software Design
- 4.0 GPA

Flagler College, St. Augustine, FL

Bachelor of Arts, Communications (specialization in broadcast) and Drama, 1993

- Technical Writing, Technical Theatre, Advanced Acting, Directing, Scenic Design, Lighting Design, Theatre Conservatory, Radio Production and Advanced Television Production
- Participated heavily in the Theatre Arts department's productions and clubs.
- Involved in the start up of WFCF-FM as on-air talent and production and hold the distinction of being the first student to broadcast from the station.

North Florida Junior College

Associate of Arts, Honors, 1991

- General Ed course work with a focus in Mathematics, Theatre, and Engineering Drawing.
- Competed on the Academic Tournament team and the Oral Interpretation of Literature and Drama team
- Member Phi Theta Kappa honors society and on the President's and Dean's lists

## Volunteer Experience

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The Episcopal Conference of the Deaf

Web Master

- I am responsible for updates, maintenance and improvement to the ECD web page <http://www.ecdeaf.com/>

Extremeoverclocking.com

Senior Moderator

- On the staff of [www.extremeoverclocking.com](http://www.extremeoverclocking.com) as a senior forum moderator
- Provide answers and technical advice to the message board in general and oversee specific areas of the message board, moderate posts and provide general organization