

Jimmy R. Skinner

15934 Wine Rock Drive
Houston, Texas 77070

(713) 459-5371
jiskinner7@uh.edu

Objective:

To secure a permanent position with a dynamic organization where I can use my administrative and management experience as well as my computer skills.

Summary of Qualifications:

US Navy veteran. Advanced from entry-level avionics position to senior bench technician, Chief Inspector, department and general manager, and Vice President positions in various companies in the aviation electronics sales and service industry. Expertise includes:

- 15+ years of administrative experience
- Experienced senior level manager
- Experienced team leader
- Effective problem solving skills
- Excellent organizational, communications, and interpersonal skills
- Experienced in interfacing with federal government agencies
- Excellent written communication skills
- Goal motivated and task focused

Education:

- University of Houston, Houston, Texas
- **Bachelor of Science in Information Systems Technology**
 - Magna Cum Laude Graduate
 - Dean's List
 - Featured writer for *The Daily Cougar*

Computer Skills:

- Installed and setup MS Windows 98SE, 2000 Pro, and XP Pro operating systems
- SQL Server 2000 Administration
- Installed and setup Anti-Virus, Spyware, and Firewall software
- Proficient with MS Word, Excel and PowerPoint
- Familiar with SQL and Access database management techniques
- Oracle database management
- Designed WebPages using CSS, JavaScript, XHTML, XML, XSL, and ASP
- Experienced using MS FrontPage Webpage editor software
- Program experience using MS Visual Basic 6 and Visual Basic.Net
- Experienced with data systems analysis using Visible Analyst and MS Visio
- Experience using MS Project to plan and schedule projects
- Experienced constructing computers and installing software
- Experience with setting up and maintaining networks

Jimmy R. Skinner

**15934 Wine Rock Drive
Houston, Texas 77070**

**(713) 459-5371
jskinner7@uh.edu**

Business Experience:

- Marketed company products and services
- Invoicing customers for sales and services
- Managing company payroll, account payables and receivables
- Managing company inventory
- Shipping and receiving critical project documents, parts and supplies
- Preparing and implementing training activities

Technical Experience

- Planned, scheduled and successfully completed long and short-term projects
- Prepared required government documents on completed aircraft maintenance
- Performed bench and in-flight repair and calibrations on critical aircraft systems
- Designed and implemented complicated electronic component interfacing
- Responsible for documenting critical electronic test equipment calibration
- FCC Radiotelephone License
- FAA certified Aircraft Repairman

Recent Work History:

January – April 2005	Internship, City of Houston Planning and Development Department 611 Walker 6 th Floor Houston, Texas
August 1994 – September 2000	Avionics Manager and Chief Inspector Holley's Avionics, Inc. Conroe, Texas
April 1991 – August 1994	Vice President and General Manager West Houston Avionics, Inc. Houston, Texas

A detailed chronological work history and references are available on request.

Please visit my online portfolio at http://www.geocities.com/skinman_13