

SAMUEL REKKEN

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SUMMARY OF MANAGERIAL & TECHNICAL COMPETENCIES

- 10+ years of management experience with the ability to successfully motivate personnel
- 7+ years of strategically planning and executing project directions and management systems
- Experience in work flow and audit trail
- Experience monitoring the effectiveness and efficiency of procedures in order to make recommendations resulting in enhanced profitability
- Command outstanding communication skills, interacting effectively with levels of management, staff and clientele
- *Languages:* English (fluent), Thai (fluent), Spanish (Advanced), Japanese (Conversational)
- *Technical Administration:* Servers, Network, Desktop Support, 3Com, Phone & Voicemail Systems, VPN, Active Directory
- *Database:* Access Developing, DB Admin Reporting, SQL, Architecture, ODBC Connections
- *Programming:* VB Script, SQL scripting
- *Administrative Applications:* Imaging Systems, Mappoint, MS Office Suite, Visio, WordPerfect, Veritas Backup Exec, MS Works, Symantec Anti-Virus, PC Anywhere, RDC/TS, Adobe Acrobat, Crystal Reports; Back office systems
- *Operating Systems:* Windows 98/NT/2000/XP/Vista, Windows NT/2000/2003 Server, DOS, Apple/Mac, OS/2
- *Web & Design:* HTML, Adobe Photoshop, Dreamweaver, FrontPage, ASP, Illustrator, IIS

PROFESSIONAL EXPERIENCE

IT DIRECTOR – VERY SUCCESSFUL FINANCIAL, INC.

June 2000-Dec. 2007

Managerial Accomplishments:

- Coordinated the processing of over \$58 million of commissions for 600+ representatives
- Collaborated with all 7 departments of the company to determine operational needs
- Provided detailed training to a staff of over 45 and resolve any issues or concerns
- Ensured that all information technology personnel follow policies and procedures
- Create manuals and instructions pamphlets and schedule workflow on a daily basis
- Managed the procurement of IT department, researching vendors and negotiating purchases
- Prepared and developed a high volume of standard and ad hoc reports including verifying commission and customer information, and requested SEC and FINRA audit reports

Responsibilities:

- Responsibilities include all aspects of providing project plans, administering policies and goals and analyzing department needs
- Managed system design and implementation as well as developing new company information processing systems and making modifications as needed
- Troubleshoot and maintain Advantage Database system for primary back office system
- Directly accountable for network administration, desktop support, virus protection, backups for both on and off-site locations and provide a high level of support to users
- Implemented Laserfiche Imaging System to entire company; Worked with each department to develop customized templates; Trained users for proper usage of imaging system
- Maintained/updated computer equipment, hardware, and software to meet organizational requirements
- Supervised and assisted in server and data migrations
- Implemented daily onsite and offsite backups with rotation schedules

- Supervised the installation of a T1 and PRI phone system; Directly responsible for all phone support such as additions, deletions and moves
- Accountable for company network; Replace switches, routers, servers if necessary
- Implemented UPS systems with graceful shutdown
- Created and maintained multiple databases; Maintain company website

DATABASE ADMINISTRATION/DEVELOPMENT – ABCD COMMUNICATIONS Oct. 1999-June 2000

- Directly accountable for the accurate and timely administration and maintenance of a large database created for a company sales system
- Provided detailed, in-depth and ongoing training to a group of over 200 users on the appropriate usage and management of the application
- Created, formatted and managed an extensive volume of reports and resolved any issues or concerns

TECHNICAL EDUCATION & PROFESSIONAL CERTIFICATIONS

ADVANCED WEB DESIGN & DEVELOPMENT, Compu Master

A+ CERTIFICATION, New Horizons

MICROSOFT ACCESS DEVELOPMENT (Intermediate and Beginner Courses), New Horizons

LASERFICHE USER TRAINING, Compulink Management Center, Inc.

WEBSITE DEVELOPMENT, Multimedia Workshops

SPECIAL EFFECTS, Simi Valley Community College

OTHER PROFESSIONAL EXPERIENCE

MANAGER – Mr. Fields Bakery 1998 to 1999

- Certificate in Baking and Pastries from the California Culinary Academy, San Francisco
- Supervised a group of servers, cashiers, and chefs in daily operations
- Oversaw and scheduled personnel to ensure peak periods were accurately and efficiently covered
- Prepared financial reports, oversaw cash/credit card processing and managed budgets

MAGICIAN/SPECIAL EFFECTS – New Town Costume & Magic Shop 1994 to 1996

- Interacted closely with clients in retail sales as well as working as a magician at children's parties, various non-profit shows and other events

INTERESTS & ACTIVITIES

Certificate in Stunt Driving for Film & Television, *Bobby Ore Motorsports*

Certified Dog Trainer, *Riverside Community College*

Introduction to Photography, *Simi Valley College*

Astronomy, *Simi Valley College*

Wu Shu and Wing Chun (Martial Arts Training)

Notary Public

References given upon request