

## DAVID CONDE

### PROFESSIONAL SUMMARY

My information technology and business education background helped me acquire diverse skills that can be key assets for a reputable institution. In addition, I am a creative problem-solver who rapidly adjusts to dynamic demands and who can work well independently or on a team.

### WORK HISTORY

#### **IT ADMINISTRATOR-TESTING CENTER, SOUTHWEST TEXAS JUNIOR COLLEGE**

##### **2005 to Present**

- *Planning, managing, supervising and proctoring different exams*
- *Configure and maintain all computer-based exams*
- *Maintain computer lab, servers and webpage for the department*
- *Manage data base system*
- *Send reports for administrative use*

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#### **COMPUTER LAB EQUIPMENT SUPERVISOR-BA DIVISION, SOUTHWEST TEXAS JUNIOR COLLEGE**

##### **1997 to 2005**

- *Supervised and maintained computer labs for students and instructors*
- *Setup network infrastructure with Windows based servers with active directory*
- *Supervised and trained work-study students on proper lab maintenance and troubleshooting techniques*
- *Supervised computer lab tutors*
- *Worked with the IT Center in different projects*
- *Part of the registration IT support staff*

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#### **PART TIME NETWORK ADMINISTRATOR ASSISTANT- IT CENTER, SOUTHWEST TEXAS JUNIOR COLLEGE**

##### **1997**

- *Configured and maintained Windows and Novell servers*
- *Maintained network printers*
- *Provided network technical support to faculty and staff*
- *Part of the registration IT support staff*

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#### **PART TIME HELP DESK TECHNICIAN-IT CENTER, SOUTHWEST TEXAS JUNIOR COLLEGE**

##### **1996-1997**

- *Provided technical support to faculty and staff*
- *Helped setup network infrastructure*

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#### **COMPUTER LAB ASSISTANT-BA DIVISION, SOUTHWEST TEXAS JUNIOR COLLEGE**

##### **1995**

- *Maintained computer labs*
  - *Provided technical support to instructors and students*
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EDUCATION

*MASTERS OF BUSINESS ADMINISTRATION*

SUL ROSS STATE UNIVERSITY-RIO GRANDE COLLEGE, 2014

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*BACHELOR OF BUSINESS ADMINISTRATION-MANAGEMENT INFORMATION SYSTEMS*

SUL ROSS STATE UNIVERSITY-RIO GRANDE COLLEGE, 2007

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*ASSOCIATE IN APPLIED SCIENCE*

SOUTHWEST TEXAS JUNIOR COLLEGE, 1997

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REFERENCES

AVAILABLE UPON REQUEST