

Andrew P. Simco

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Highly motivated, dependable and detail-oriented IT professional. Flexible, and able to multi-task. Willing and able to upgrade skills. Certifications: CompTIA A+ Hardware and Operating Systems May 2004 • CompTIA Network + • January 2005 • Microsoft MCP August 2005 •

RELEVANT SKILLS AND ACCOMPLISHMENTS

- ◆ Installed 250+ PCs and laptops as part of a team working for Insight Services. Responsible for installation of hardware and software packages, as well as troubleshooting same.
- ◆ Conducted inventory procedures for newly installed machines and return-to-stock computers and peripherals in a timely and efficient manner..
- ◆ Administer, update and re-design the web sites for the Moore-Addison Co. of Addison, Illinois and the DuPage Symphony Orchestra.
- ◆ Assist in the building, repair, maintenance and administration of new computer systems and networks
- ◆ Planned and assisted in installation of a Windows 2000/XP network and was responsible for its maintenance and administration.
- ◆ Computer Lab Assistant for the Academic Computing Department, with responsibility for monitoring computers and peripheral usage, lab maintenance, and reporting any problems with same.

EMPLOYMENT EXPERIENCE

Computer Technician

PS Enterprises

Romeoville IL, (March 2003 – Present)

Web Site Administrator/Builder

Moore-Addison Co. Addison IL, (2000 – Present)

DuPage Symphony Orchestra, (2001- 2004)

Deployment Engineer

Insight Services/State Farm Project R08809

Bloomington IL, (July - December 2003)

Information Technology Specialist

Moore-Addison Co. Addison, IL, (2000-2002)

Computer Lab Assistant,

Academic Computing Department

Joliet Junior College Joliet, Illinois, (2000-2002)

ADDITIONAL TRAINING, COMMUNITY INVOLVEMENT, EXPERIENCE

- ◆ Over twenty years experience as a professional musician with various symphony orchestras; eighteen years experience as an applied music teacher.
 - ◆ Performed the duties of Library Associate at the Naperville Public Libraries, assigned to the Audio Visual Department. Duties included assisting patrons with locating relevant items and material; assisted the Music Librarian with maintaining the music collection; assisted the Audio Visual staff in the preparation and presentation of public Internet Classes.
 - ◆ Performed the duties of Audio Archivist for the Oslo Philharmonic Society, which included transcribing concert tapes from DAT to analogue tape; cataloguing and encasing said tapes and creating and maintaining the associated database
 - ◆ Performed the duties of office assistant, which included the answering of a multi-line telephone system; greeting and assisting patrons with information and operation of office equipment, and other office-related tasks.
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Certifications:

Microsoft Certified Professional MCP
August 2005

Network + Certification CompTIA
January 2005

A+ Certified Computer Certification CompTIA
May 2004

Education:

Directions Training Center Oak Brook, IL
Course work towards obtaining Microsoft MSCSE Certification
Joliet Junior College Joliet, IL
Course work towards obtaining Networking Specialist's Certification
Manhattan School of Music New York, New York
Degree: Bachelor of Music, in Performance
Manhattan School of Music New York, New York
Degree: Master of Music, in Performance