**Robert A.F. Lathan**

**8010 Old Philadelphia Road**

**Baltimore, MD 21237**

**Systems Administrator, Help Desk Administrator, Lead Tech**

**Summary**

I am interested in a position with a firm that is looking for talented, strong, dedicated individuals to help with their IT Systems. I have over 30 years of experience in this field and have worked as a contractor for some of the nation’s top firms including The Navy, The Treasury Department, The Department of Justice and a few private companies, including EDS where my work covered a wide range of responsibilities and functions. I have the tools and dedication necessary to succeed, am a very fast learner, a great team player and work very well alone or with others.

**Professional History**

 **Anycomm, Inc. Sr. Sales Executive 4/2017-9/2018**

Handled sales of TV and internet solutions for Comcast and Verizon and also sold home alarm systems by Vivint, iphones, phone plans through Verizon, Sprint and AT&T. Walked customers through the process of selecting which packages and features that they wanted. Input the sales into the system, set installation dates and answered any questions the customer might have.

**Total Computer Solutions, Inc.,**

**12114 Ell Lane Waldorf, MD**

**President/CEO, 1995-2016**

Was the President and CEO of Total Computer Solutions, Inc. for 24 years. Managed all clients, helped with system integration and implementation, as well as, system acquisition. Was exclusively in charge of all business to business sales. Handled all of the consulting duties, as well as, the day to day repairs and upgrades. Was in charge of purchasing, installing and configuring servers and associated applications then rolling them out to clientele in various locations. Maintained the integrity of all machines and all printers through routine and preventative maintenance. Managed and supported all users through support software and support tickets.

  The company was very diverse and handled many aspects in the computer arena including Hardware, Software, design, installation, configuration, training, networks, cabling, phone systems, video systems, acquisitions, marketing, website design and SEO. I personally managed all aspects of the company including customer acquisition, marketing, sales and repairs. I oversaw the day to day operations of the retail store in Waldorf and Upper Marlboro.

  Very strong skills with hardware and software, servers, pc’s, phone systems and video systems, as well as, proprietary software for various types of corporate entities including Car Dealerships, Law Offices, Dental Offices, Title Companies and Mortgage Companies.

**Small Sampling of Clients of Total Computer Solutions, Inc.**

  Codwell Banker/Household Realty

  AFS-CME Local 2250

  1st Step Financial Services

  First Funding Mortgage

  Executive Title and Escrow

  JMU Tax and Financial Services

  Law Offices of A.H. Michael Rankin

  Dr. Abebe, D. D. S.

  Dr. John Tifford, D. D. S.

  Discount Tree Service

  Premier Pool Service

  International Auto Discounts

  CarSmart

  Auto Giants

**Electronic Data Systems**

**1701 K. Street, N.W Washington, DC 20036**

**Sr. Computer Engineer,   1993-1995**

Was the leader of the technical team whose primary job was to create programs on the INS contract. Was the person in charge of and the creator of Gentrac which was used by the government to track certain information pertaining to individuals that were immigrants . Was eventually transferred to the 2 man Rapid Response Team whose primary function was to travel from city to city and fix errors created by the deployment team and get all systems repaired, installed, configured and up and running properly.

  Was specifically charged with the redeployment of Anaheim and Miami. Finished the Anaheim redeployment in 3 months and finished Miami in 2 months’ time. Was able to get each areas supervisors to sign off signifying a job that was completed and well done.

  Became very adept at usin the image copying program “Ghost” to establish a base model computer with all pertinent programs and utilities and then copy that image into subsequent system to be deployed to all end users.

  Was in charge of making sure that all drivers were installed and properly working for printers, scanners and all other peripherals.

**Other Positions Held**

**NAVSEA CONTRACTS**

  NAVSEA 04 -   Lead Technician

  NAVSUP      -   Textbook Writer / Trainer

  PMS407      -   Field Technician

**Government & Private Contracts**

  U.S. treasury Department    -  Help Desk Admin

  U.S. Department of Justice  -  Help Desk Technician / Field Tech

  Oncor Communications       -   Help Desk Admin

**Education**

            **H.S., 1985**

            Langley High School, McLean, VA

            **A.S., Computer Information Management**

            Ashworth College, Nor cross, GA

            GPA: 3.25

Ashworth College is a fully accredited school that has a very vast and diverse curriculum. I am currently enrolled and am studying towards my Associates of Science degree in Computer Information Management

             **A.A., Theology**

More Than A Conqueror Bible Institute, Greer, SC

GPA: 4.0   Honor Roll Student

This Theological school concentrates on delivering true and practical studies based solely on the Word of God. I enrolled as a student and received my Associates degree in Theology.

**Graduate of Theology**

More Than A Conqueror Bible Institute, Greer, SC

GPA: 4.0   Honor Roll Student

This Theological school concentrates on delivering true and practical studies based solely on the Word of God. I enrolled as a student and received my Associates degree in Theology.

**Computer Skills**

  Dos, Windows 95, Windows 98, Windows 2000, Windows ME, Windows Vista, Windows XP, Windows 7, Windows 8, Windows 10, Avast, Norton Antivirus, Ghost,

  Microsoft Internet Explorer, Google Chrome, Microsoft Office, WordPerfect Office, Adobe Acrobat, Adobe Illustrator, Adobe Photoshop, Microsoft Front Page, AVS Video Software, Business Plan Pro, Cakewalk, CoffeeCup Web Form Builder, Sony Sound Forge, Cool Edit Pro, Corel Video Studio, Cute FTP, Dragon Naturally Speaking, Driver Guide, Dropbox, EZ CD Creator, Nero StartSmart, Nero Burning Rom, Sonar, Audacity, Lview Pro, Punch Home Design, MalwareBytes, File Zilla, Firefox, Hard Drive Mechanic Gold, etc.

  Dentrix, Lexis Nexus , Quickbooks, MRIS, Dealertrac, Reynolds and Reynolds