14 Sunset Ave, Old Saybrook CT 06475 Home: 860-581-3488 - bradsitservices@gmail.com

### Summary

Experienced manager with excellent client and project management skills. Action-oriented with strong ability to communicate effectively with technology, executive, and business audiences.

#### Skills

- Microsoft Office
- HTML/CSS
- Windows
- Linux

- Photoshop
- Networking
- Reports generation and analysis
- Operations management

## Experience

Owner Operator February 2011 to Current Brad's IT Services — Old Saybrook, CT Increased sales by 95% over a two-year period. Provided onsite training. Successfully led key projects which resulted in an increase of business. Planned and executed the business plan. Computer Repair, Networking, Custom Built Computer. Point of sales machines and systems. Companies worked with Boomtown, Barristers, and Hello Tech.

#### **CO-Owner**

March 2013 to Current **Handy Helpers Home Improvement and Property Management** — Old Saybrook, CT Successfully led key projects which resulted in increased sales. Handle the bid process for upcoming jobs. Train and supervise employees Maintain financial records for properties. Report to clients monthly.

## **IT Specialist**

September 2011 to Current Georgetown Woods Assocation — Deep River, CT Planned and executed computer system. Created Website and maintain Streamlined account process

## **Education and Training**

Bachelor of Science : Computers, 2018
Charter Oak State College — New Britain, CT, USA
3.49 GPA.
Double Major Information Systems and Cyber Security
Coursework in Software Engineering, Database Management and Design, Networking, Data Communications, Auditing IT Infrastructure for Compliance.

High School Diploma : Computers, 20142014 Vinal Technical High School — Middletown, CT, United States Member of National Honor Society Consitartaion in Information Systems Lead Information Technology Specialist Supervised other Techicians

# **Activities and Honors**

Skills USA 2011 and 2012 Vinal Summer Camp Volunteered to work 2010-2013 Nature's Playground Volunteered to work with special needs Children 2006-2009 Volunteer to help Seniors in community 2009 to present Gaming competivley August 2013 to present