

Christopher Baker

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<http://www.quickproadministrativeservices.com>

Computer Operator

CERTIFICATIONS

A+ Certification

AWARDS

Bronze medal from the Transportation Security Administration for Organizational Development. Nov 19, 2003.

MEMBERSHIPS

Comptia.

SKILLS

Relevant Skills and Accomplishments

Maintenance for the Dell Desktop Dimension XPS D233:

(OS: Windows 98)

- Removed all components from chassis including CPU.
- Re-installed all components, and installed Windows 98 OS.
- Upgraded software from Windows 95 to Windows 98.
- Removed Floppy Disk Drive and Re-installed after removed foreign objects from inside it.

Maintenance for the Dell Laptop Inspiron 8200:

(OS: Windows XP professional)

- Repaired power cord connector by soldering connections together, and wrapping area with electrical tape.
- Configuring remote desktop for use from a Mac, including researching the internet for a file incompatibility issue.

Maintenance for the Fry's FM7550:

(OS: Windows XP Media Edition)

- Installed RAM, and verified installation on computer.
- Removed and reinstalled DVD ROM drive.
- Installed a Local Area Network.
- Setting up accounts for users

Maintenance for the Macintosh G5 Power Mac:

(OS: X)

- Configured dialup and LAN connections
- Installed graphic application software
- Setting up accounts for users

Maintenance for the HP Pavilion 8665C:

(OS: Windows 98)

- Installed computer and configured dialup connection.
- Configured computer to share an internet connection.

Installation of RJ 45 connectors on cat5 ethernet cables.

Software Skills:

- **Xampp** free software which runs Apache 2.2 web server, and Filezilla (FTP server) in a Windows Environment. Used to test SSI for web development on a local machine.
- **Dreamweaver**
- **Access**
- **Excel** - entering work done on the above mentioned computers, as well as upgrade and work around strategies.
- **Photoshop** - Updating online web site.
- **Word**
- **Internet Explorer**- Web research . Using internet Options to correct web page download problems.

Other Skills:

- Customer Service
- Web research (troubleshooting procedures, hardware specifications)

EDUCATION

2006 SMU - Legacy

CompTIA A+ Certification Class Core Hardware/ Operating Systems (96hrs). The course covered Core Hardware and Operating Systems both theory, and practical hands on training in the lab on test computers. Also in the lab, there was practical hands on training in basic networking, such as configuring a workgroup or domain, and downloading, installing the Recovery Console for XP from the network share.

2001 University of California at Santa Cruz (UCSC):

Introduction to C Programming

Introduction to Unix

Writing for the Web and other Electronic Media

Interface Design

Photoshop Design for the Web

Introduction to Editing with Adobe Premiere

Multimedia Design and Production Management
Introduction to Audio for Multimedia and the Web
Photoshop for Interactivity
Making the Most of Quicktime

Work History

5/24/07 - Present QuickPro Administrative Services (small business) Plano, TX

Webmaster

I setup, and maintain office equipment as well as help proofread, and correct documents before submittal to the client. I launched two web sites (1 subdirectory site, and 1 .com). Used Dreamweaver on subdirectory site supplemented with HTML, and CCS. I Submitted <http://www.quickproadministrativeservices.com> to a list of free directories, and search engines on the web. On a ongoing daily basis, I copy web site stats into Excel, and analyze host report data for new additions, name and location of IP addresses for web trend analysis. I continually update web site for SEO. I created and uploaded sitemaps, and added verification META Tags to websites.

10/16/2006 to 12/1/2006 M1 Services Denton TX.

Aircraft Mechanic

747 NASA Project Edwards AFB

Worked as a Aircraft Mechanic on the Space Shuttle carrier a/c 911.

7/26/04 to 4/29/05 Bell Helicopter Hurst, Texas

Material Bonder

Work as a Material Bonder fabricating parts for helicopter blades using advanced composite materials. Processes include hand cutting, and lay up of materials, bagging parts to be cured for the autoclave, unbagging and cleaning and processing of cured parts. Cleaned composite blades and spars with right angle, drill motor, and orbital sander. Made cutouts in blades and spars using a diamond grinding wheel.

12/15/2003 to 6/07/04 Lockheed Martin Ft. Worth, Texas

Aircraft Assembler

Assembled and reworked the center section of F-16 fighter aircraft in the Air Test area. I inspected and corrected defects such as: high, thread protrudence, gaps under fasteners, tool marks, improper installation of grommets. I assisted in the installation of setup tools, and the drilling of the holes, and riveting. I also assisted in the installation of fuselage skins, and dorsal sections using process instructions, visual aids, and blueprints.

09/2002 – 12/08/2003 TSA – DFW Airport Dallas, Texas

NOVEMBER 19, 2003 RECEIVED BRONZE MEDAL IN WASHINGTON DC FROM
THE TRANSPORTATION SECURITY ADMINISTRATION FOR:
ORGANIZATIONAL DEVELOPMENT
Security Screener

Provide safety and security of the traveling public through the screening of passenger and their baggage. I worked at both the checkpoints and at the CTX – 9000 machine.

11/2000 - 4/2001 Vanderberg & Associates Mountain View, CA

Production Assistant

Worked as a production assistant in a technical publications environment. Entered editorial corrections, indexing, as well as creating tables, and templates in Framemaker. Past clients included Sun Microsystems, RocketCash, and SGI.