

Lawrence Giron

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Professional Summary

Information Technology Professional with more than 15 years experience in computer software, hardware, employer and employee relations. Background in training, supervision and Computer Science. Skilled at communication, troubleshooting and procedural demonstrations. Bilingual, fluent in Spanish

Work Experience

Computer Zone July 2000-Present
Yucca Valley, CA **Store Manager/Owner**

- Managed, Developed operated successful computer business
- Hired, evaluated, and disciplined employees
- Supported Novell/Microsoft Networks
- Cisco VPN connections, Exchange Administration, AD Implementation
- Terminal Services\RDP, Website administration and Network Administration
- Trained employees and designed systems and networks for Government agencies and Mid-Small Businesses.

City College SD\ Goodwill Industries of San Diego County April 1999-2000
San Diego, Ca **Computer Instructor/Network Administrator**

- Instruct 100+ adult students weekly in basic computer skills (Microsoft Word, Windows 9x and Internet Usage.
- Instruct 20 adult students weekly in clerical computer skills (Microsoft Excel, Advanced Word, PowerPoint, WordPerfect and Microsoft Office integration.
- Wrote curriculum and handbooks for 20 weekly basic computer skill lectures.
- Responsible for troubleshooting and repairing 40+ Novell networked computers in the Vocational Training Center. Designed and implemented new training center.

Autozone, Balboa Ave 1996-1999
San Diego, Ca **Assistant Manager\Computer Trainer**

- Instructed 15+ employees weekly in computer skills, customer service and business operations
- Maintained network and ensured monthly patches were downloaded and installed
- Devised monthly procedural training
- Coordinated schedules, managed allotted work hours
- Counseled employees\ Interviewed job applicants

US Navy 1992-1996
San Diego, Ca **Training Petty Officer**

- Tracked and maintained records for 100+ individuals in Weapons Department. (Utilizing Dbase III, and Microsoft Word)
- Conducted procedural training

Education

Mesa College 1997-1999
San Diego, Ca
Computer Science\Spanish

Yucca Valley High School 1988-1992
Yucca Valley, Ca., Graduate

