

Theodore Griffith
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Education

May 2002
July 2003 **Olympia Career Training Institute**, Grand Rapids, MI
Diploma in Network Administration

June 1996
March 1998 **ITT Technical Institute**, Grand Rapids, MI
Program: Electronics Engineering Technology

Acquired Skills

Microsoft DOS	Cisco IOS	Diagnostics
Windows 9x	Sentinel 1.4	Troubleshooting
Windows 2000 Professional	Linksys Routers	Linux
Windows 2000 Server	Veritas Backup Exec	Customer Service
Windows XP	Novell Netware 5	Microsoft Active Directory

Employment

May 2004
Present **Heartside Ministry** Grand Rapids, MI
Position: IT Volunteer
Job Duties: Mentoring people in the computer lab, Performing maintenance, Complete system recovery, PC troubleshooting, Research of Linux/Wine

December 2002
May 2003 **World Class Information Systems** Grand Rapids, MI
Position: Intern
Job Duties: Setting up Servers, Racking servers, Cable management, Replacing hardware, Setting up Linksys Router and Sentinel 1.4 VPNs, Researching and testing projects

November 2000
November 2001 **Speedway/SuperAmerica** Grand Rapids, MI
Position: Assistant Manager
Job Duties: Customer Service, Helping with Scheduling, Daily Banking, Daily Reports, Ordering, Cleaning, Helping with Hiring, Cashiering, Acting Manager when Manager was out of town, Basic Maintenance

March 2000
November 2000 **Taco Bell** Grand Rapids, MI
Position: Shift Manager
Job Duties: Running Shifts, Customer Service, Helping with Scheduling, Daily Banking, Daily Reports, Ordering, Cleaning, Helping with Hiring, Basic Maintenance, Food Prep