

**Bryan Lackey**  
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Education

**B.A. Music Education, CSU Fullerton**

**8/06**

Employment Goals

I am currently seeking a general office position, such as data entry or clerical work, or a position in IT, preferably in network technology and administration, or a position as a trainer.

Selected Employment Experience

**Director Of Bands, Cottonwood School and Hamilton School**

**11/08-7/09**

Hemet Unified School District, Hemet, CA (951)765-5100

*Relevant experience:* Extensive written parental communications, extensive use of various software programs for communication, data management, and document creation

**Director Of Bands, Columbia Middle School**

**8/07-7/08**

Adelanto School District, Adelanto, CA (760)246-8691

*Relevant experience:* Grant writing, purchasing, budgeting, extensive written parental communications, extensive use of various software programs for communication and data management.

**Substitute Teaching**

**1/07-6/07, 9/08-11/08**

Norwalk-La Mirada Unified School District, Norwalk, CA (562)868-0431

*Relevant experience:* Extensive written parental communications, extensive use of various software programs for communication and data management

Computer Experience And Skills

17 years personal experience including most aspects of system building, database design, and tech support. Typing speed 70-80 wpm, 10 key 8,000-9,000 kph, alphanumeric 10,000+ kph. Some programming, including Visual Basic/VBA and iCat scripting language.

**Operating systems and environments-**MS-DOS5.0-6.22, MS-Windows 95-7, Red Hat Linux 9, Fedora Core 1-5, Ubuntu 8.10-9.10, Gnome 2.x, KDE3.x-4.x, Mac OS 7-X, iOS, Android

**Hardware experience:** 18 years personal experience in PC assembly, repair, and troubleshooting, including motherboards, storage devices, and network interfaces

**Applications (partial list)-**MS Office (including Access and Excel), Visual BASIC, OpenOffice.org, Mozilla Suite, Mozilla Firefox, Internet Explorer, Finale, Sibelius, WordPress

**Database experience-**built and maintained 5000+ name mailing list for Big Valley Music 1997-1999, 1700+ name database for ESGV Libertarian Party, 2002-2004, various contact databases created and maintained for teaching assignments

Supplemental List Of Office Experience

**Superior Windows And Doors** (temp assignment)-2 weeks

*Duties:* Extensive software testing of an order system that coordinated an AS-400 based database, vendor ordering system, and third party database. Preparation and analysis of spreadsheets, and data analysis. Software development, as part of a three person team, in iCat Scripting Language, a C based scripting language

**Neighborhood Housing Services Of The Inland Empire (NHSIE)** (temp assignment)-recurring assignment

*Duties:* Recording, compiling, and formatting Board Of Director's meeting minutes, including creating the document from scratch, working with upper management for proper formatting, and maintaining confidentiality

**ProWest Constructors, Inc.** (temp assignment)-2 months

*Duties:* Data entry, filing, spreadsheet design, electronic document transfer, inbound/outbound calls, administrative support in the construction industry

**Technicolor, Inc.** (temp assignment)-4 months

*Duties:* Spreadsheet design, data entry, FedEx, DHL, and UPS shipping reconciliation, basic accounting, order processing in the film and motion picture industry

**The Icee Corporation** (temp assignment)-3 months

*Duties:* Heavy data entry, heavy scanning and document processing, order processing, work order invoice processing in the food and beverage industry

**Los Angeles Newspaper Group** (temp assignment)-4 months

*Duties:* Heavy data entry in the newspaper industry

**TD Services, Inc.** (permanent employment)-1½ years

*Duties:* Heavy data entry, public records search, spreadsheet design, coordination with outside vendors, general filing and office duties, and special projects in the real estate industry, primarily in the area of reconveyance and assignment processing

**Gard's Music** (permanent employee)-6 months

*Duties:* Collections on 1000+ rental accounts, data entry, heavy outbound calls, repossessions in the musical instrument industry

**Big Valley Music** (permanent employee)-2 years

*Duties:* Collections on 200+ rental accounts, data entry, heavy outbound calls, repossessions in the musical instrument industry