

Bryan Lackey
(626)536-6801
1278 Calle Cecilia
San Dimas, CA 91773
particle_mann@yahoo.com

Education

B.A. Music Education, CSU Fullerton

8/06

Employment Goals

I am currently seeking a position as a technical writer, copywriter, blogger, or other writing position.

Selected Employment Experience

Various, AppleOne Employment Services

10/11-present

Ontario, CA (909)484-3824

Relevant writing experience: Preparation and editing of Board Of Director's meeting minutes in conjunction with top organization executives, extensive documentation of software issues and bugs, and extensive documentation of computer code and processes

Director Of Bands, Cottonwood School and Hamilton School

11/08-7/09

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

Relevant writing experience: Grant writing, purchasing, budgeting, extensive written parental communications, program layout and design, fundraising material writing and design, lesson creation and design, extensive proofreading of student work

Director Of Bands, Columbia Middle School

8/07-7/08

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

Relevant writing experience: Grant writing, purchasing, budgeting, extensive written parental communications, program layout and design, fundraising material writing and design, lesson creation and design, extensive proofreading of student work

Computer Experience And Skills

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

Operating systems and environments-MS-DOS5.0-6.22, MS-Windows 95-Vista, Red Hat Linux 9, Fedora Core 1-5, Ubuntu 8.10-9.04, Gnome 2.x, KDE3.x-4.x, Mac OS 7-X

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

Database experience-built and maintained 5000+ name mailing list for Big Valley Music 1997-1999, built and maintained 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