



▶ Josh Seal

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Summary

- ▶ Co-Founder & Webmaster at the Louisiana Nonprofit “STP Helps”
www.stphelps.org
- ▶ Owner Operator of PC DR. Computer Repairs 985-265-PcDr (7237)
www.facebook.com/265pcdr
www.265pcdr.com coming soon!

Skills

- ▶ Typing: 94wpm
- ▶ Strong analytical and organizational skills
- ▶ Excellent interpersonal skills, phone manner, and office/field etiquette

Experience

Co-Founder & Webmaster (05/2015 –Present)

STP Helps (www.stphelps.org)

- ▶ Co-founder and web master/designer for www.stphelps.org, which I maintain. STP Helps, or St. Tammany Parish Helps, is a registered Louisiana nonprofit to act as a community resource hub. We plan on using our newly donated and soon to be repaired building to use as that hub, along with the website to back it up in cyber space. We will work closely with government, public officials, teachers, groups, organizations, other nonprofits, and the citizens of St. Tammany Parish, to connect everyone to the areas that they can help with the most. A community in support of itself. The information and resources on the website are all free, with many answers to be found or to point someone in the right direction to receive assistance in any number of situations.

Owner & PC Tech (01/2005 –Present)

PC Doctor Northshore Computer Repairs (www.facebook.com/265pcdr)

- ▶ I own and operate my own computer repair business for desktops and laptops, and my services include:
 - Preventative Operations & Maintenance - Removal of spyware, viruses, adware, malware, key-loggers, and trackers; Anti-virus installation; Deep clean registry; Deep scan RAM for errors; Updates of driver files and installed programs. Hard drive S.M.A.R.T. diagnostics, temperature test, sonic test, and general error correction
 - Hardware Replacement/Upgrade - LCD Screens, Optical Drives, Hard Drives, RAM, Processors, Motherboards, Video Cards, Power Supplies.
 - Network Infrastructure - Create or service your network infrastructure to allow communication between all of your stationary and mobile devices.
 - Data Recovery - Salvage data from erased, damaged, or unreadable HDD or flash drives.
 - Software Installation and Troubleshooting – x86/x64, Windows (3.1, 95, 98, ME, Vista, XP, 7, 8, 8.1, 10), MS Office 2016/2013/2010/2007/2003, Adobe Creative Suites, fire-wall setup, plus many others.

Technology Consultant (07/2017 –present)

Tommy's Lock and Alarms (www.tlaservice.com)

- ▶ I work with the owner on launching new technologies and services that allow him to coordinate with his employees to enact new markets and give attention to expanding his business model. We work on websites, social media, graphics design, technology implementation in networking, and much more!

Office Manager (02/2017 –06/2017)

Profit On Hold (www.profitonhold.com)

- ▶ I worked as office manager, customer service lead, senior technical support, check balancing/depositing, filing, organizing, shipping and receiving manager, and other office tasks. I also worked on making the spreadsheet with the formulas for and creating a new program to act as a CRM, to manage auto-shipments and track essential oil consumption in machines automatically with formulas from a spreadsheet I made to know how much scent a machine has used based on its model and its spray settings.

Account Executive/Training Manager/IT Tech (05/2016 –11/2016)

Avalanche Industries (www.avalancheind.com)

- ▶ I establish and build upon relationships with existing clients and approach new businesses as a wholesale buyer for their products to be sold through Avalanche's retail outlets. I have excelled in operations here, having closed 6 exclusive contracts with companies which i received a bonus for. I have brought in fresh ideas that have been presented by management to the entire company of over 200 employees which make our jobs easier. Tricks, chrome extensions they didn't know about, processes that i know of through my experience with computers that has streamlined the operations, and I also have voluntarily made screen capture training videos of all these processes to share with new hires. I was laid off on 10-11-2016 with severance pay and eligible for re-hire.

CTO/Installer (08/2015 –03/2016)

Benny's Antenna Service

- ▶ Chief Technology Officer and Technical Installer at Benny's Antenna Service. We hang flatscreen tv's, install speaker/surround sound systems, pre/post build runs of cables such as CAT-5, CAT-5e, CAT6, phone wires, speaker wires, coaxial rg59/rg6 for satellite/antenna/cable/cctv setups, integration of all devices through volume control and master control panel displays, computer repairs, and much more. We service/install anything electronic with or without wires.

Senior Tech & Sales Manager (07/2014 –08/2015)

CCTV Imports (www.cctvimports.com)

- ▶ Senior Technician, Sales Manager, Accounts Receivable, Shipping and Receiving Manager, Training Manager, Web Content and Design Manager, Marketing and Advertising Director, Import Operative, Installation Specialist, and Network Administrator at CCTV IMPORTS.

JR Local Systems Admin/Customer Service (09/2013 –07/2014)

General Dynamics Information Technology (www.gdit.com)

- ▶ Local Systems Administrator for on-site tier I tech support as well as answer incoming calls, in support of the Affordable Care Act, to address consumers' issues and concerns, all while maintaining the utmost in customer service and support.

Dessert/Prep Cook (06/2012 –02/2013)

Beau Chene Country Club (www.beauchenecc.com)

- ▶ In charge of the salad stations, desert stations, and frying stations. Prep, service, and cleanup. Started as a dishwasher and got promoted very quickly. Eligible for re-hire.

Electronics Associate (10/2011 –04/2012)

K-Mart (www.kmart.com Mandeville, LA)

- ▶ Attend to customers in electronics department, operate cash register, stock shelves, assist customer with locked cases, cabinets, or game locks, answer electronics phone for customer support.

Painter (09/2009 –08/2011)

Chateau Painting (Mandeville, LA)

- ▶ Painting and preparatory work on residential and commercial establishments, including but not limited to; pressure washing, caulking, putty work, brushing/rolling primer and color coating using latex, oil, and enamel based paint.

Education

GED (2005)

- ▶ State of Louisiana General Equivalency Degree; 2005