|  |  |  |
| --- | --- | --- |
|  | **Norm Coleman** |  |
| 198 E Park Ave Flushing, MI 48433 | 810-423-1711  ncoleman@mcc.edu |

**OBJECTIVE:**

To pursue a career position in Information Technology where I can utilize my knowledge and skills to help the company obtain its goals and objectives.

**EDUCATION:**

**Mott Community College – Phi Theta Kappa (High Honors 3.9 GPA)**

**ASSOCIATES of APPLIED SCIENCE DEGREES:**

* Computer Network Engineering 2012
* Computer Network Administration 2012
* Computer Occupation Technologies 2012
* Networking Technician Option
* Computer Security Option
* General Studies 2011

**CERTIFICATES of ACHIEVEMENT:**

* Computer Information Systems 2012
* Computer Support Services/Help Desk 2011
* Computer Repair Technician 2011
* Computer Networking Technology 2011

**CERTIFICATIONS:** • CompTIA A+ (JKO-701; JKO-702)-2/2012 • Security+ (JKO-018)-5/2012 • Network+ (JKO-019) 5/2012

**EMPLOYMENT:** Self Employed; United Standard Service Co. From 1986 to 2012

**COMPUTER NETWORKING & TROUBLESHOOTING EXPERIENCE:**

* Built a network for my Network Capstone Coursework
* Built a small network for Local 542
* Built a network in my recording studio
* Built a network in my home
* Built Customized high performance computers for my recording studio (personally selected all components)
* I am the “go to” guy all my friends and family call for computer related issues and have diagnosed and resolved many computer problems

**PROFICIENCIES:**

* QuickBooks (Enterprise Accountants Version 10)
* Microsoft Office; 2010 (Word, Excel, Visio, Access, Publisher, PowerPoint, Outlook)
* Adobe; Cs5 Master Suite  
  (Photoshop, Dreamweaver, Acrobat Pro)
* Pro-Tools, Sound Forge, Nero
* Website design, graphic design, publication design, spreadsheet design, photography, videography
* Microsoft Windows XP, Vista, Windows 7
* Microsoft Server 2008
* Computer – Troubleshooting, Diagnosis, Repair
* Software – Installation, Configuration, Setup

**OTHER CERTIFICATES:**

* Century 21 CareerTrak
* Semi-Automatic Pistol; “Expert”
* Jordan College All A’s
* Builders Licensing Exam Prep
* American Student Association  
  of Community Colleges; L.E.A.P.S  
  (Leadership, Education, Advocacy, Planning & Service)   
  “Student Leader I”
* State of Michigan; National Career Readiness  
  (“Gold” Recipient )
* Divers Supply Skin & Scuba Diving
* National Association of Skin-diving Schools
* State of Michigan Department of State Police  
  (MLEOTC-Certified Law Enforcement Officer)
* Preventing Sexual Harassment (Mott Community College)
* Michigan Technological University  
  Traffic Crash Reports

**Programing Languages:** Python, Visual Basic, HTML

**(M)LEOTC CERTIFICATIONS:**

• L.E.I.N • Police Alcohol Enforcement • Drugs That Impair Driving • Effective Report Writing • Preliminary Criminal Investigation  
• Processing Juveniles • Radar Operators Certification • Drug Identification for Street Officers • Search & Seizure   
• Chemical Aerosol Spray Legal Update • Inferred Breathalyzer Operator (Datamaster)