

# David Martin Kohler



## OBJECTIVE: HELP DESK / COMPUTER SUPPORT TECHNICIAN

### PROFILE

- ✓ Recent computer center graduate with proven technical abilities.
- ✓ Demonstrated track record of achieving goals in a team environment.
- ✓ Highly motivated and dependable. Proven skills in problem solving, customer relationship management, and organization.

### EDUCATION

**The Computer Learning Center**, Skillman, NJ 2004 – 2005

Computer Coursework completed in:

- ✓ Networking Essentials
- ✓ A+ Certification
- ✓ Intermediate Word 2003
- ✓ Beginning Word 2003
- ✓ Beginning Access 2003
- ✓ TCP/IP Protocol
- ✓ Beginning Windows NT
- ✓ Administering Windows NT
- ✓ Windows NT Core Technologies
- ✓ Windows NT Support by Enterprise
- ✓ Beginning Business on the Internet
- ✓ Beginning FrontPage 2003

**Montclair University**, Montclair, NJ 2000 – 2001

General first-year courses in Bachelor's Degree program (24 credits).

### EMPLOYMENT

**A Cut Above**, Montclair, NJ 2001 – 2005

Receptionist / Cashier

- Successfully handled front desk and three incoming telephone lines for busy, upscale hair salon. Greeted and logged in steady stream of customers, coordinating appointments with hairdresser availability.
- Developed cooperative, team-oriented working relationships with owners and co-workers in this 12-station salon.
- Managed customer problems and complaints with tact and attention to prompt customer service. Received team and customer service awards.
- Experience gained in opening and closing procedures, cash register receipts, counter sales, light bookkeeping and telephone follow-up.

**Pro Soccer Camp**, Princeton, NJ Summers 1998 – 2001

Trainer / Coach

- Assisted Woman's Soccer Coach in 200-participant soccer camp. Asked to return as trainer for 3 seasons. Worked with individuals, as well as teams, to improve their attitude and resulting soccer performance.

### ACTIVITIES

**Jersey Waves** Soccer Semi-Pro Team 1998 – 2002

- ✓ Team consistently ranked in top 10 semi-pro teams in the nation.

Washington Crossing High School Soccer Team 1997 – 2000

- ✓ Captain of team that won State Soccer Title in 1999
- ✓ Recognized as one of the top two mid-fielders in the state in 2000