

Justin J. VanLaere

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OBJECTIVE

Seeking a mid-to-upper level position in the field of information technology with a growing organization, where I can utilize my computer skills, versatility, and high potential.

EDUCATION

12/2002 **University of Northern Iowa** Cedar Falls, IA
BA – Management of Information Systems with Business Communications Minor

- Member of the Dean's List; Traveled to Vienna, Salzburg, and Innsbruck as a member of the UNI Varsity Men's Glee Club; Member of MISA
- Member of "Who's Who among Students in American Universities and Colleges"

12/2000 **North Iowa Area Community College** Mason City, IA
Associate in Arts Degree

- Member of Phi Theta Kappa Honor Society; graduated with high honors – 3.5 G.P.A.

5/1998 **Rockford Senior High** Rockford, IA
High School Diploma

- Member of National Honor Society; graduated with 3.72 GPA, highest honors

PROFESSIONAL EXPERIENCE

5/2004 – present Nuss Truck & Equipment Rochester, MN
Corporate Information Technology Specialist

- Systems Help Desk (Internal Applications Support), PC Hardware Support, Network Printer Support – created an online helpdesk system for internal users)
- LAN/WAN Support & Troubleshooting; PC Upgrades/Updates; Server Maintenance; Backup and Recovery
- PC System and Application Roll-outs
- User Training on Applications and PC Systems
- Website Design, Maintenance, and Support (www.nussgrp.com)
- System/Project Analysis and Design (Created many internal applications/systems from conception to deployment)
- Support of Communication Systems (Key, PBX, Local/LD, T1, Fiber, etc...)
- Manage telecom and wireless (Blackberry Enterprise Server and devices/plans)

5/1998 – 5/2004 Hy-Vee, Inc. Waterloo, IA / Mason City, IA
Assistant Manager / Department Manager / Clerk

- Served as a clerk in Mason City for two years, and worked here between internships and contract positions. Promoted to dairy manager and then assistant manager in Waterloo – manage and motivate 5 to 25 people at a time, run pallet jacks and forklifts, create store displays, run store in absence of store managers, work on RBX system, inventory control on CARS system, product maintenance, set prices, keep books, and take complete responsibility for taking care of the customers' needs. As a department manager, I was responsible for an average increase of 8.5% in my department's weekly sales (compared to the previous year) for the duration of my term in said position.

5/2002 – 1/2003 Hy-Vee, Inc. West Des Moines, IA and across the Midwest
Retail Technology Intern

- Updated hardware and software at Hy-Vee stores across the Midwest (XP rollout, server and switch installations, and added additional workstations).
- Server Staging at Corporate Office - Setup Raid 5 Array on servers, ghosted Win 2K and sysprepped servers, promoted servers to domain controllers, and upgraded

software and installed software on servers.

- Store Installations across the Midwest – Installed Dell 16/24 port switches and servers, setup Winroute software and established VPN connections, dumped data off old servers, ghosted Win 2K to second server, installed updates and upgraded software on servers, networked stores' PCs, cleaned servers and workstations, ghosted Windows XP to workstations, set up installs via Remote Desktop Connection, and trained employees on new system.

3/2001 – 11/2001

University Book & Supply

Cedar Falls, IA

Information Technology Assistant

- Data entry, data manipulation, networking, troubleshooting, AS/400 work, web design, digital photography, and photo editing
- Maintained the company web-site and online store at www.panthersupply.com.

8/1999 - 5/2000

North Iowa Area Community College

Mason City, IA

Webmaster

- Created and maintained the student newspaper's website (<http://www.niacc.com/logos>.)

5/1999 - 8/1999

Kinseth Hospitality Companies

Clear Lake, IA

Marketing / Information Systems Intern

- Developed travelmidwest.com from scratch (now offline); maintained khconline.com.
- Helped with grand openings of hotels, performed marketing and IT tasks, contacted business representatives, talked with company clients and inner-company personnel.

SKILLS AND CERTIFICATIONS

Tremendous written and oral communication skills, great organizational skills, hardware/software/printer installation and troubleshooting, technical writing, computer troubleshooting, creating computer systems, programming (C, COBOL, HTML, DHTML, JavaScript, ASP, Cold Fusion, Visual Basic, and SQL [varying degrees of expertise in each language]), database creation and management, system backups, network administration (LAN, WAN, Ethernet, DNS, WINS, DHCP, TCP/IP), as well as many other computer skills.

A+ Certified

BUSINESS SOFTWARE EXPERTISE

Operating Systems - Microsoft DOS, 3.1, 95, 98, ME, XP, Vista, NT 4, 2000, Server 2000/2003/2008. Mac OS 9, X, UNIX;

Productivity Software - MS Office (all programs and versions); MS Visual Studio 6.0; MS Visio; MS Project; MS Exchange and Outlook; Various Language Compilers; FTP software; Compression Utilities; Symantec Programs – Ghost, Firewall, SystemWorks, PC Anywhere, Anti-Virus; AS400; Ping Utilities; Crystal Reports; more...

Internet and Multimedia Software – Dreamweaver CS4, Flash CS4, Fireworks CS4 (and previous versions); Adobe Acrobat; Adobe Photoshop; Adobe Illustrator; QuarkXPress; Adobe In Design and PageMaker.

REFERENCES

Available upon request