

Alan L. Hottman

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U.S. Citizen

No Veteran's Preference
Highest Federal civilian grade: GS-2210-07

CAREER GOAL

To obtain a challenging, business-oriented computer position where I can utilize my business and computer training and have the opportunity for advancement.

EDUCATION

Graduated from Kansas State University, Manhattan, KS 66506, in May, 2002, with a B.S. in Business Administration. Majored in Management Information Systems.

Computer Software Operated:

Cisco PDM, Cisco IOS, Cisco VPN Client, Microsoft Exchange Server, Windows Server 2003, ARS-Certified Trainer for MS Word, ARS-Certified Trainer for Adobe Acrobat, PC-TARE, VersaPath, ARIS, ARMPS, BRIO, CATS, Secure Remote, Oracle Discoverer, Informs, PCMS, TN 3270, STAR, Microsoft Works (Word Processor, Spreadsheet & Database), Word Perfect, LOTUS, Microsoft Internet Explorer, Opera, Firefox, Outlook, Outlook Express, Microsoft Project, Express Publisher, PageMaker, Windows (3.1-XP), Excel, Access, Calendar Creator, PowerPoint, Quicken, Adobe PhotoShop, HTML Web Page Creation, FrontPage, Dreamweaver, Visual Basic, MS DOS.

Training:

Cisco Certified Networking Associate - Semester 4 (1/16/2007)
Semester-long course. "WAN Theory and Design". Fourth course of four to receive certificate as a Cisco Certified Networking Associate.

Cisco Certified Networking Associate - Semester 3 (8/01/2006)
Semester-long course. "Switching Basics and Intermediate Routing". Third course of four to receive certificate as a Cisco Certified Networking Associate.

Cisco Certified Networking Associate - Semester 2 (01/01/2005)
Semester-long course. "Routers and Routing Basics". Second course of four to receive certificate as a Cisco Certified Networking Associate.

Cisco Certified Networking Associate - Semester 1 (08/01/2004)
Semester-long course. "Network Basics". First course of four to receive certificate as a Cisco Certified Networking Associate.

Microsoft Word/Adobe Acrobat Training – August 2003
PC-TARE Computer Program Training – May 2000
Web Design – Fall 1999

WORK EXPERIENCE

Computer Specialist (January, 2005 - Present) Full-Time - GS-2210-07 - \$47,843/yr.

Grain Marketing and Production Research Center. Troubleshoot and repair PCs, and installation and maintenance of USDA ARS software. Configure new PCs upon arrival, installing specialized ARS software, configure for managed Antivirus protection, and removing/protecting against malware. Installed and configured the Windows Server 2003-based Primary/secondary Domain Name Server (DNS), Active Directory (AD), Dynamic Host Configuration Protocol (DHCP), Remote Authentication Dial In User Service (RADIUS), Antivirus Server. Installed, configured and administer Microsoft Exchange Server with Internet mail access. Installed, configured and administer Cisco 515E Pix

Firewall, Cisco Wireless Access Points (1232), Cisco 3845 Router, and Cisco 2950 Switches. Configured and administer RT work ticket system.

Computer Assistant (May, 2001 – January 2005) Full-Time - GS-0335-06 - \$15.21/hr.

Grain Marketing and Production Research Center. Troubleshoot and repair PCs, and installation and maintenance of USDA ARS software. Configure new PCs upon arrival, installing specialized ARS software, configure for managed Antivirus protection, and removing/protecting against spyware. Installed and configured the Windows Server 2003-based Primary/secondary Domain Name Server, Active Directory, Dynamic Host Configuration Protocol, Antivirus Server. Installed, configured and administer Microsoft Exchange Server with Internet mail access. Installed, configured and administer Cisco Pix Firewall and Cisco Wireless Access Point.

Supervisor: Jeff Anderes

Address: 1515 College Avenue, Manhattan, KS 66502

Work Phone: (785) 776-2754

May contact supervisor.

Student Trainee Office Automation Clerk (May, 1999 - May, 2001) Approx. 4 hrs. / day - \$8.71/hr.

Grain Marketing and Production Research Center: Assistant to the Location Administrative Officer. Jobs include filing, maintaining vehicle records, answering the telephones, handling facsimiles, sorting Center mail, processing personnel forms, maintaining employee records, generating reports as requested, and processing & transmitting time & attendance records to National Finance Center.

Supervisor: Jimmie Nell Oliver

Work Phone: (831) 755-2812

May contact.

HTML & Web Design Tutor (January, 2000 - August, 2000) Approx. 3 hrs. / day - \$6.50/hr.

Housing & Dining Services of Kansas State University: Tutored nutritionist on HTML code, web site creation, and web site design.

Employer: Kansas State University Housing and Dining Services

Supervisor: Barbara Brooks, Director of Van Zile Dining Center, Department of Housing & Dining, Kansas State University, Manhattan, KS 66506

Work Phone: (785) 532-6484.

May contact.

Student Aid (August, 1997 – May, 1998) Approx. 3 hrs. / day – Course credit

Business Department of Chapman High School: Performed aide functions for business teacher ranging from photocopying to network maintenance. Also was involved in Novel Network administration, as well as network software installation and troubleshooting. Composed numerous instructional papers, which were used for instructional purposes by classmates to operate lab software.

Employer: Chapman High School – Business Department

Supervisor: Betty Lewis (retired)

Home Phone: (785) 922-6291

May contact.

Farm Hand (August 1989 – August, 1999) Approx. 8 hrs. / day – \$250/mo.

Hottman Farms: Performed a range of farming operations ranging from harvest preparation to actual harvest. Also installed and currently maintain company LAN and associated software.

Employer/Supervisor: Larry A. Hottman, 1426 1800 Avenue, Enterprise, KS 67441

Home/Work Phone: (785) 479-5977

May contact.

REFERENCES

Mr. Jeff Anderes, Computer Specialist, Grain Marketing and Production Research Center, Manhattan, KS 66502 -- Work Phone: (785) 776-2754.

Dr. Donald E. Koeltzow, Center Director, Grain Marketing and Production Research Center, Manhattan, KS 66502 -- Work Phone (785) 776-2702.

Mrs. Patricia Swartz, Secretary of Wind Erosion Research Unit, Grain Marketing and Production Research Center, Manhattan, KS 66502 -- Work Phone (785) 537-5559.