

David-Angelo Mineo
mineofilms@gmail.com
941.929.6542

Port Charlotte, Florida 33981
mineofilms.me (Portfolio)

EDUCATION

Penn Foster College (*Most Recent*) Online, August 2021-October 2022
Diploma Certificate(s) of Completion
for certification exam(s) for Medical Billing & Coding.
G.P.A. N/A (*Did not complete schooling.*)

Relevant Course Work: *Medical Billing and Health Insurance, EHR SimChart, EHR Law, Ethics, & Confidentiality in Allied Health, Pathology and Pharmacology & Body Systems and Medical Terminology.*

American Muscle & Fitness Online December 2013-January 2014
CFT (Certified Fitness Trainer) for Personal Training.
G.P.A. 3.7

Relevant Course Work: *Aerobic vs. Anaerobic, Adaptation to Stress, The Muscular System, Anatomy Chart, Training Systems, Muscle Fiber Types, Spot Reducing, Stretching/BMR, Weight Loss Training, Volume Weight Loss Handout.*

Charlotte Technical College Port Charlotte, Florida December 2008-May 2010
6 Cisco Certificate(s) of Completion for certification exam(s) for
Computer Systems Technology & Network Administration.
G.P.A. 3.8

Relevant Course Work: *Computer Systems Technology I (A+prep) & II (N+prep) / Cisco Network Academy (CCnet & CCNA prep).*

State College of Florida Bradenton/Venice, Florida August 1999-May 2004
A.S. in Multimedia Digital Video Studies
Major: Motion Picture/Film
Minor: Psychology
G.P.A. 3.4

Relevant Course Work: *History of Film, Digital Video Editing, Graphic Design, T.V. Production, Creative Writing, Script Writing, Post Production Elements, Introduction to Psychology, Psychology II, Astronomy, Music Theory, Philosophy.*

SUMMARY OF QUALIFICATIONS

- 23 Years' Experience w/ Computers / Network Administration / Software / Hardware.
- Competent in Internet Streaming / Downloading Practices.
- Proficient with Adobe Photoshop, and WordPress.
- Experience with Shipping / Receiving / Logistics, and Database Management.
- Proficient in Video Production and Editing.
- Microsoft Office Suite (Word, Excel, Access, Outlook and PowerPoint).
- Ability to conduct credible research using the Internet.

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EXPERIENCE:

IT Bench & Networking Repair Associate

Microtek Systems, Venice, FL, November 2019-November 2019, 45 Hours/Week

- Diagnose IT related issues on customer computer systems, laptop/desktop.
- Repair IT related issues on customer computer systems, laptop/desktop.
- Travel to Customer for IT related issues on customer computer systems, laptop/desktop.
- Inventory Control, Customer Service & Business Operations.
- Hardware/Software Upgrades.
- POS Operations.

Director of Operations / IT Administrator

Hair Color Center, Sarasota, FL, December 2016-November 2017, 40+ Hours/Week

- Shipping/Receiving/Logistics
- Establishes, Reviews, Analyzes, and Updates the Office's Administrative Databases
- Website Updating (*HTML*), (*X-Cart* & *WordPress*).
- Inventory Control, Customer Service & Business Operations.
- Computer/Network Management & Maintenance, Graphic Design & Video Editing
- POS Setup and Operations.

Photographer

Matthews Currie Ford, Nokomis, Florida, February 2016-September 2016, 40 Hours/Week.

- Manage all Facets of Photo Shoots Including Scheduling, Designing Sets, Shooting, and Photo Editing.
- Check Tag ID's to make sure pictures have been taken of cars.
- Upload Photos to Website(s).
- Technical Support & Computer/Camera Support.
- Development of Administrative Processes, Policies and Procedures

Tier 1 Support Technician

Lightspeed Voice, North Port, Florida, September 2015-February 2016, 40 Hours/Week.

- Respond to Tickets via ZenDesk.
- Answer incoming calls for Technical Support.
- Build/Support PBX Phone Systems.
- Technical Support (*Web Based* & *Softphone Software*).
- Assists in Developing Recommendations to Improve the Effectiveness and Efficiency of Program Operations

Network Administrator

POPyachts International, Sarasota, Florida, October 2014-August 2015, 40+ Hours/Week.

- Network Administration & Computer Systems Technology.
- Manage Sales Rep Database, Setting Up/Fixing Workstation Computers, Server Maintenance.
- Managing Customer Store Inventory, Ordering Equipment.
- Running Help Desk (*Technical Support*) & Technical Support (*Web Based Software*).
- Graphic Design, Video Production, Managing YouTube Account.
- Shipping/Receiving/Logistics.

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Client Care & Technical Support Specialist

Prospects*PLUS!*, Bradenton, Florida, July 2010-November 2013, 40+ Hours/Week.

- Customer Service, Manage Customer Database (*CRM*), Troubleshoot & helped placing orders on website(s).
- Technical Support (*Website & Software*).
- Program Website Templates, Graphic Design, Post Card / Business Card Design.
- Sales/Shipping/Receiving/Logistics & Digital Printer Usage.
- Records Management

Video Producer

Bubba Media Group, Sarasota, Florida, January 2007-May 2007, 40 Hours/Week.

- Video Producer/Editor/Videography.
- Installed & Maintained Software.
- Set up workstation PC's.
- Graphic Design.
- Created DVD's for distribution.
- Edited video content for internet streaming and downloading.
- Designed advertising banners for websites & Printed manuals for distribution.

General Manager

CD Warehouse, Port Charlotte/Venice, Florida, January 2000-May 2004, 40+ Hours/Week.

- Managed 2 Stores.
- Customer Service, Sales, Ordering, Logistics, Payroll.
- Created and Implemented Policies and Procedures.
- Maintains Relevant Information for Budget Development, Implementation and Execution.

ACTIVITIES AND AWARDS

- Dean's List (2004)
- Member of National Honors Society (2010)
- AMFPT Certified Fitness Trainer (2014)
- Creative Writer
- Weight Training
- Content Creation
- Type II Diabetic (2013)
- Covid-19 Survivor (2020)