Matthew DeCarlo

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RELATED EXPERIENCE

Albion Central School, Albion NY— *IT Assistant*

DEC 2015 - AUG 2016

- Repaired and maintained printers
- Extended networks using CAT5 and hp switches
- Recorded and updated inventory in Access Database
- Completed help desk support tickets
- Configured and assembled computer labs
- Installed UPS in closets

CRFS, Albion NY — *Help Desk Technician*

SEP 2015 - DEC 2015 - INTERNSHIP

OCT 2019 - PRESENT

- Troubleshooted help desk tickets
- Updated and created Active Directory users, computers, and group policies
- Created internal scripts/programs for the IT department
- Deployed software with PDQ
- Setup Windows 10 on 250 new machines in a windows 7 user base.

EDUCATION

Genesee Community College, Batavia NY — *CIS*

AUG 2016 - MAY 2018

Associate's degree in Computer Information System

PROJECTS

Substitution Cipher — *Python GUI Program*

Fun little project that takes a string and scrambles the text with a defined substitution key.

Scholarship PathFinder— *Python, Flask, HTML, CSS, SQLite3*

A learning project that was never fully completed but was instrumental in teaching me an advanced form of web development and databases.

SKILLS

Windows 7, 8, 10

Office 365

Active Directory

UI/UX

PC Installation/Assembly

LAN/WAN

TCP/IP Socket Programming

Virus Removal

Automation with scripting languages.

Web Development

AWARDS

Testout PC Pro Certification 97%

Elizabeth Balcom Smith Scholarship

TECHNICAL LANGUAGES

Language					
HTML					
SQL					
Java					
Python					
C					
Powershell					