

Josiahs Scott — Computer Specialist

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Computer Efficiency Consultant, Software Trainer, and IT Specialist with a long track record of high-tech accomplishments, seeking to work with a team that is committed to achieving excellent productivity

Work Experience

Work Summary

- 2007-Present – [Computer Consultant](#) / IT Business Owner
- 2003-Present – Computer Professional
- 1999-2003 – Worked for various clients as a college student in [Graphic Design school](#)
- 1996-Present – Studying & fixing computers

Computer Consultant & Trainer, 2007-Present

My IT Business ([ThePersonalComputerTutor.com](#))

- **On-site Computer Help:** from businesses to homes, advising and implementing software solutions, fixing innumerable computer problems, rescuing businesses out of computer crises
- **Training:** countless individuals and groups of all skill levels how to use computers and specialty software, incl. advanced competencies listed below under [Software Specialties](#)
- **Training Examples:** trained many employees to be efficient computer users, taught InDesign to a business, taught course on how to make websites (as *Instructor* for [Leisure Courses](#), University of Florida), etc.
- **Graphic Design:** logo design, artistic photo manipulation, website design, artistic product illustration, and other graphic services for customers

File Management Tech, 2006-2007

Center for Transportation Training (CTT, University of Florida), Gainesville, FL

- **File Management:** worked with instructors and course files, fixed and revised content for every course for entire department, **fixed major file management catastrophe** (established current, correct, and working files, reconfigured entire file structure, removed duplicates, merged archives, re-digitized resources, restored missing files, etc.).
- **PowerPoint:** fixed linked “problem videos” to actually play in PPTs (no one else could figure out how to fix this!)
- **Syncing Files:** extremely technical work including proper [desktop backups and syncing updates](#) across many laptops for state-wide presentations and workshops.
- **Graphic Design:** managed graphics and tech side of course development. Printed course guides, managed inventory, and some overseeing and delegating work. Used numerous programs incl. PowerPoint, Dreamweaver, InDesign, Photoshop, etc. Created and revised website graphics, company logo, display banners, book covers, custom PPT course files (for printed manuals, presentations, and video demonstrations), some photography, video editing (for online courses), etc.

Graphic Designer, 2004-2005

Travel Media Group ([HotelCoupons.com](#)), Gainesville, FL

- Worked with three other designers and *the Creative Services* team to design and revise coupons (incl. processing design requests, ad specs, contracts, etc.) for the nationally distributed printed coupon travel guide, entitled, “HotelCoupons.com” (formerly: *the Traveler Discount Guide* and *RoomSaver.com*)
- Used Quark (page layout), Photoshop, Illustrator, Freehand, and others

Software Specialties – Frequently Used & Taught

Although I quickly and effectively learn and teach innumerable programs on a regular basis, the following list represents the major programs I tend to use and teach the most.

Software Highlights & Computer Skills

- [Cross-platform PC & Mac](#), iOS, Android, & most phones
- Software and Hardware Repair
- [File Management](#) / Digital Work Flow Management
- [Collaboration Solutions](#) ([Remote Desktop](#) / [Screen Sharing](#), Coauthoring, Managing local & remote shared resources (LAN/VPN), Cloud Collaboration, etc.)
- [File Synchronization](#), incl. [Cloud](#), [LAN Sync](#), Data Backup, File Versioning, etc.
- PC Customizations (company-specific & user-specific)
- Productivity / Extreme Efficiency Solutions
- [Computer Automation](#) (putting your PC to work via Coding, Scripting, Macros, GUIs, Scheduling, Configuration, Hotkeys, Hotstrings, etc.)
- Custom Efficiency App Development / Enhancements for Existing Apps
- Countless [PC Optimization](#) Solutions
- [Media Authoring](#) (incl. Graphic Design / most Adobe programs, Photo, Video, Audio, Logo Design, Illustration, Animation, Web, SEO, Print, Page Layout, etc.)
- [Voice Recognition](#) / Dictation, TTS (Text-to-Speech), OCR (Optical Character Recognition), etc.
- [PC Virtualization](#) / Virtual Machines
- [SymLinks](#), Hard Links, Junctions, etc.
- [Microsoft Office](#)
- [Bible Software](#) (Hebrew, Greek, & much more)

File Management

- **Resolving Duplicate Files:** SearchMyFiles, WinMerge, etc.
- **Recover Lost Files:** Recuva, “Previous Versions”: File Recoverer, ShadowExplorer, etc.
- **Finding Large Files:** SpaceSniffer (& TreeSize)
- **File Renamers:** Advanced Renamer, Bulk Rename Utility, Wildcard Renamer, etc.
- **SymLinks, Hard Links, Junctions, (etc.):** Link Shell Extension (and “mklink” for command prompt)
- **Permissions Management:** LockHunter, Permissions Time Machine, and a few others (incl. standard Windows settings)
- **System Backup:** Easeus Todo Backup
- **Mounting VHDs, ISOs, etc.:** Windows Computer/Disk Management, Gizmo, a few others
- **Archives:** 7-Zip, WinZip (not recommended)
- **Windows “Start” & Explorer Fixes:** Classic Shell, Ultimate Windows Tweaker, 7+ Taskbar Tweaker, MultiMon Application,

[Note: The skill of *File Management* is a lot more than “software” (as seen in my Work Experience) but this sub-point is only partly quantifying *File Management* in terms of a few specific software examples.]

Optimization

- **Cleaning, Maintenance, & Operational Fixes:** CCleaner, Defraggler, Solutio, System Mechanic Professional (Iolo), and a few others

Collaboration

- **Real-Time Coauthoring:** OneDrive (formerly, *SkyDrive*), (Alt: Google Drive & Dropbox, esp. via CodoxWord)
- **Remote Desktop / Screen Sharing:** RemoteUtilities, TeamViewer (LAN, Cloud, VPN, etc.), Brosix, Chrome Remote Desktop, Windows Remote Desktop, etc.; working knowledge of LogMeIn & Citrix GoToMyPC
- **Cloud Storage, Sync, and More:** [Synology Cloud Station](#) (Private [NAS](#) Cloud), Dropbox, Google Drive, OneDrive, SugarSync (not recommended), Copy, etc.
- **VoIP:** Skype, and a few others
- **File Synchronization and Backup:** SyncBack (LAN, FTP, etc.), FreeFileSync (LAN, Versioning, DB Rename and Move Detection, RealtimeSync, etc.), BitTorrent Sync, etc. [also see: *Cloud Storage and Sync Outlook* (under *Microsoft Office*) below]
- **Network:** [Synology](#) and other [NAS](#) hardware and software options, managing permissions, shared files, folders, printers, and devices; used various router configuration interfaces, LAN, WLAN, VPN, and Bluetooth tools and programs, etc.

Automation – One of My Favorites

- AutoHotkey (automate virtually everything), AutoScriptWriter, Notepad++, [Word](#) Macros, Windows Task Scheduler, and many more.

Microsoft Office

- **Primarily:** Word, PowerPoint, Excel, Outlook, etc. (Alt: LibreOffice / Apache OpenOffice, Thunderbird, and a few others)
- **Sync Outlook:** Go Contact Sync Mod (via Gmail), Google Calendar Sync, Windows Mobile Device Center, working knowledge of Microsoft Exchange, and a few others

Media Authoring & Graphic Design – Advanced Artistic Software

- **Adobe:** Photoshop, Illustrator, InDesign (and Quark Xpress), Dreamweaver, Premiere, Flash, Acrobat, etc.
- **Audio Editors:** Audacity and a few others incl. various MIDI software options
- **Font Management:** NexusFont, AMP Font Viewer, and a few others

Voice Recognition, TSS, & OCR

- Windows **Speech Recognition**, Dragon Speech Recognition, and a few others
- **TTSReader** (Text-to-speech Reader)
- Many **OCR** (Optical Character Recognition) solutions to digitize paper documents, incl. Adobe Acrobat, Microsoft Office OneNote, Microsoft Office Document Imaging (MODI), etc.

Virtual Machines / PC Virtualization

- VirtualBox (Oracle), Windows Virtual PC, working knowledge of VMware

Bible Software – Hebrew, Greek, & Countless Other Advanced Research Tools

- **Mainly:** e-Sword – Hebrew, Aramaic, Greek, Latin, and numerous other ancient language source texts, advanced lexicons, study resources, reference works, graphic modules, and much more
- **Digital Bible Module Authoring:** e-Sword ToolTip Tool NT, e-Sword Library Manager, and a few others
- **Others:** The Unbound Bible Tools, LaParola, Interlinear Scripture Analyzer, The SWORD Project, theWord, (also CrossWire Bible Society), etc. (This is not to mention many other internet applications and downloads that are also very helpful)

Web / Internet

- **Antivirus:** avast! Antivirus, AVG, Avira, Windows Firewall, (Occasionally: SUPERAntiSpyware, Malwarebytes Anti-Malware, MGtools, Combofix, etc.)
- **Web Browsers:** Mozilla Firefox, Google Chrome, Microsoft Internet Explorer
- **Download Managers:** Free Download Manager (FDM), HTTrack, DownloadThemAll!, etc.

Other Programs Used

- **Financial:** H&R Block, MS Excel; working knowledge of QuickBooks, and a few others
- **Navigation / Automotive:** (A) GPS: Garmin BaseCamp (advanced GPS route creation PC software), Garmin (GPS device), TomTom, Google Earth, Google Maps, etc. (B) OBDII Software: ScanTool.net, OBD2Spy, (used with Bluetooth “OBD Diagnostics Interface” tool)

Education – Art & Graphic Design

Pre-College Artistic Background

- 4 years in “Portfolio Art Honors” classes (high school)
- Displayed art in Reitz Union at the University of Florida (4 consecutive years); Awards include, “Best In Show”

College Degree: Graphic Design

A.S. in Graphic Design Technology, Santa Fe College, 2003, Gainesville Florida
GPA: 3.8

Graphics Classes Included

[Photoshop](#) (digital imaging), 2 classes in [Illustrator](#) (computer illustration), Mac/[Quark](#) (page layout), Logo Design, 2 classes in Advertising, 2 classes in Web Design, Prepress, 2 classes in Photography, Traditional Illustration Methods, Internship, and Advertising Campaign

Leadership in Graphic Design Campaign

Led group, presented to large audience, and won Graphic Design Advertising Campaign, then re-presented before leaders in the [League for Innovation](#)

Further Reading – Available Online or By Request

See: www.TrueConnection.org/jos

- [College Transcript](#) (1999-2003)
- [SFC Graphic Design Degree](#) (2003)
- [Graphic Design Portfolio](#)
- www.ThePersonalComputerTutor.com – My *On-Site Computer Consulting* business website
- [Josiahs Professional Services Testimonials Page](#)
- This résumé is also available as a [printer-friendly PDF](#)
- www.TrueConnection.org/res – Quick link that gets you back to the online version of this résumé