

Chase DeLuca

chase@chasedeluca.com, (818) 588-6314

EXPERIENCE

IT Systems Administrator; Visible Graphics, Chatsworth CA. June 2008–January 2009.

- Sole IT person for an 80 employee Sign Fabrication company
- Maintained 40 Windows workstations, 4 Windows Servers, 45 IP desk phones, and 18 Blackberry users.
- Developed automated Call Center software, based in Microsoft Outlook, using VBA and vbScript. Optimized software caused a 750% productivity increase.
- Developed and maintained company websites, for both external and internal use. Used ASP and MSQL.
- Managed a Microsoft Exchange Server, servicing three distinct companies.
- Instituted a seamless, no-cost backup email service based on Google Apps.
- Saved the company thousands of dollars in hardware costs, by repurposing old workstations.
- Responsible for technology purchasing, software management, computer helpdesk, remote assistance.

Self-Employed Salesperson; Independent Dealer of Southwestern Products. 12 weeks, Summer 2007.

- Relocated to Maryland to sell educational books door-to-door
- Worked an average of 84 hrs per week, averaged 25 demonstrations per day
- Personal Retail Sales: \$28,000
- Maintained detailed financial records.
- Attended over 80 hours of advanced sales and management training
- Executed all sales, ordering, inventory, accounting and delivery of product.
- Established success principles through direct sales (positive attitude, goal setting, self-motivation).

Founder and President; CSUN Acasola Pop-Rock A Cappella. 2006 – 2007.

- Auditioned over 80 students for 12 positions, over 3 auditions cycles.
- Managed a team with no business background to write budgets, collect and manage thousands of dollars, plan weekend trips to Big Bear and San Diego.
- Motivated the team to have a “second year, our first year,” performing 35 times and fetching as much as \$300 for a five-minute performance
- Progressed to Quarter-Finals in the International Championship of Collegiate A Cappella
- 2007 – Awarded “Outstanding New Club” award

Information Systems Intern; JBL Professional, Northridge, CA. August 2005 – May 2007. Assisted the Helpdesk and System Administrators with miscellaneous technology tasks. Analyzed data and operations, and proposed suggestions to increase efficiency and reduce costs. Examples include:

- Saved the department approximately \$7,000 in annual cell phone bills
- Reduced PC repair turnaround time by as much as 75%
- Implemented warehouse serial-number tracking using existing hardware (150 pieces a day)

Personal Computer Consultant; 2000 – Present. Cater to a wide range of clients' needs, developing appropriate rapport with private clients as old as 70, and appropriate teaching styles for students as young as 4. Activities include computer installation and maintenance, tutoring, website consultation and construction, all in ways most appropriate to the individual conditions.

Computer Teacher; Burbank Summer Show Camp. Summers 2003 – 2004. Taught children 7-17 yrs old. Faculty advisor of the student-created newspaper. Installed and maintained the class' computer network.

IMPORTANT SKILLS

Computer Technology

Proficient in both PC and Macintosh operating systems (all versions, dating back to 1987).

Expert troubleshooting skills in the areas of software, hardware, and networking.

Knowledgeable about prepress printing

Proficient in many popular programs, including:

- Microsoft Office and custom VBA scripting
- Adobe Acrobat, Flash, PageMaker, Photoshop
- QuarkXpress

Knowledgeable regarding website design, operation, and optimization; skills include:

- ASP, vbScript, PHP, HTML, XML, and Javascript (hand coding, not only WYSIWYG)
- Microsoft SQL and MySQL Programming, database setup and management
- Knowledgeable of appropriate image/video formats and compression techniques

EDUCATION

2005–2007 **California State University, Northridge**, CA. 138 Units, 3.35 GPA. Bachelor of Science in Business Administration, with Management emphasis. Graduated Spring 2007.

2004–2005 **Citrus College**, Glendora CA. 32 units, 4.00 GPA. Member of the Citrus Singers.

2001–2003 **Glendale Community College**, CA. 77 units, 3.38 GPA.

References available upon request.