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| Marcus Stimac | 5922 Sumatra Drive  Dallas, 75241  **(414)405-3550**  [**Marcustimac@gmail.com**](mailto:Marcustimac@gmail.com) |
| EXPERIENCELease Analytics, Dallas Tx,- *Document Control Specialist* 2018-January 2020  Land records preparation, scanning, digital archiving, file management Solis Mammography, Addison TX,—*Tier 1 HelpDesk Engineer*October 2017 - 2018 Telecommunication customer service and IT assistance. HelpDesk ticket creation, password resets, remote access application troubleshooting. Printers and scanners communications/maintenance. Tablet upkeep (application troubleshooting/Updating/maintenance) Ideal Manufacturing Solutions, Brownsville TX — *Document Control Specialist* Spring 2014 - Fall 2017 File creation and digital distribution. Facilitating the access of digital files and regulating user permissions and password protections for files. Organize databases of images and archiving images. Helping Technology Go (HTG), Dallas TX,- *On Site Tech* April 2016- 2018  Ticket completion. Hardware installations,device set ups,and troubleshooting. Replacing faulty equipment. Software installations application updates, and maintenance. Consulting manuals and establishing communication with proper service technicians  **EDUCATION** Southern Methodist University, Dallas TX, — B.F.A 2009Fall 2005 - Spring 2009**Greendale Highschool,** Milwaukee WI,Fall 2001 - Spring 2005 **References** —  Moffadal Bhukhiya (Supervisor)-(469)600-9753  Cheyanne Winn (Manager)-(903)805-9156  Nick Choate (Supervisor)- (512) 814-7774 | SKILLS  * Telecom - Personable, Patient, Detail Oriented * I.T.-Maintenance Troubleshooting * Hardware/Software- installation,upkeep,removal * Web Design- content creation, formatting media on web template * Creative, Enthusiastic, Problem solver. * Leader, Educator  LANGUAGES English and Spanish(intermediate) Misc. Interests Theatre, Writing, Cooking, Wisconsin Sports Teams  Aquariums and Christmas. |