

Lamarr X. Miller

333 East 153rd Place

Calumet City, IL 60409

708.238.6190

LamarrMiller_93@yahoo.com

Education

Bachelor of Arts- Ashford University, 2018

- Library Information Science and Media

State of Illinois/ National Restaurant Association/ServSafe

- **2016-Food Sanitation Managers Certification**

Work Experience

Thornton Fractional High School District 215 October 2017- present

Brian Rucinski, Assistant Principal of Building Control (708) 585-1000

Deans' Assistant

- Secure the building
- Monitor main entrance
- Secure after school events/games
- Monitor lunch periods
- Monitor hallways and bathrooms

Conduent (Verizon Wireless) April 2017- September 2017 (Site Closed)

LaTisha Parker, Supervisor (708) 595-4831

Customer Service Agent

- **Technical Assistance/troubleshooting devices**
- **Changing Plans**
- **Ordering phones, accessories, and other devices**

- **Monitoring accounts**
- **Serves as clerical**

Thornton Fractional High School District 215 Summer 2016

Brandie Edwards, Director of Technology 708-639-1718

Technology Support Specialist

- Conduct inventory on district computers.
- Install imagery.
- Install Updated Windows 7.
- Reboot district computers.
- Install additional memory on Dell computers and tablets.
- Clean inside of computers

Rich Township High School District 227, November 2013-August 2016

Eva Dixon, Lead Media Assistant (708) 679-3106

Ted Koutavas, Director of Technology (708) 679-5707

Media Specialist Assistant

Technology Support Technician, Summer 2014

- Managing the operation of the media center and students
- Performing administrative clerical duties
- Rotating switchboard duties amongst all clerical staff.
- Cataloging and labeling book
- Shelving materials
- Ordering supplies
- Using Power school
- Coordinate usage of all Audio/visual equipment.
- Corresponding
- Managing copy machines (3)
- Producing Reports (Records, fines, student attendance etc...)
- Conduct inventory on district computers.
- Install imagery.
- Install Updated Windows 7.
- Reboot district computer.
- Install additional memory on Dell computers and tablets.
- Clean inside of computers.

Skills

- Knowledge of Microsoft Word, Excel, Publisher, and Outlook (also conducted layout editing to edesign yearbook website)
 - Bookkeeping- Make sure there is an accurate record of purchasing and number counts.

Volunteer Experience/Affiliations

Thornton Township, Young Democrats, South Holland, IL

- Vice President

Southwest Outreach Initiatives, Chicago, IL

- Board of Directors, Member

Bronzeville Academy Charter School

- Past President/Secretary

Professional References are available upon request