

Zachary Grant Michael

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Objectives

Seeking a position that will utilize my skills, experience, and education while allowing me to develop new skills and further my education all located in a professional environment.

Education

May 2011 | BA Criminal Justice – Indiana University

- Cumulative GPA 3.673/4.0
- Public and Environmental Affairs minor
- Hutton Honors College member

June 2007 | Academic Honors Diploma – Blackford High School

- Cumulative GPA 3.925/4.0
- Salutatorian
- Senior Class President
- Business Professionals of America Indiana State Officer

Work Experience

August 2009 – Present | Part-Time Police Officer

Indiana University PD | 1469 East Seventeenth Street, Bloomington, IN 47408

- Perform the full duties of a certified law enforcement officer in the State of Indiana

August 2008 – August 2009 | Cadet

Indiana University PD | 1469 East Seventeenth Street, Bloomington, IN 47408

- Provide security at campus events including escorts, security details, and medical assistance
- Operate radio and telephone systems at 911 dispatch center

May 2008 – August 2008 | Student Assistant to Locksmith

Taylor University FS | 236 West Reade Avenue, Upland, IN 46989

- Implemented local fire department lock boxes
- Designed and implemented electronic key request form

August 2007 – May 2008 | Lab Consultant

Indiana University UITs STC | 1320 East Tenth Street, Bloomington, IN 47405

- Provide level-one customer support for any hardware/software issues in labs
- Perform lab walk-around every fifteen minutes

June 2007 – August 2007 | Programmer

Taylor University IT AS EAM | 236 West Reade Avenue, Upland, IN 46989

- Lead programmer/designer for departmental Gantt chart
- Lead programmer/designer for server jobs line graph
- Assisted others in documenting Information Technology procedures via internal wiki

June 2005 – August 2005, June 2006 – August 2006 | Technician

Taylor University IT CS | 236 West Reade Avenue, Upland, IN 46989

- Campus-wide level-one hardware/software client support
- Lead programmer for online student job application project

Volunteer Experience

February 2001 – August 2007 | IT Coordinator

Blackford County EMA | 110 West Washington Street, Hartford City, IN 47348

- Created, maintained, and implemented agency's website
- Maintained agency's Windows network which included Windows 2003 Server and approximately 20 client computers
- Made recommendations to Director for technology purchases

July 2006 – August 2007 | Webmaster

Blackford County Health Department | 506 East VanCleve Street, Hartford City, IN 47348

- Created, maintained, and implemented agency's website
- Trained agency employees how to add content to website via online editor

Skills

- Extensive knowledge of Microsoft Windows and Apple OS X operating systems, Microsoft Office and Adobe suite, computer hardware/software troubleshooting and repair, and HTML, CSS, JavaScript, VBScript, ASP and Visual Basic programming languages
- Certified Law Enforcement Officer in the State of Indiana through the Indiana Law Enforcement Training Board
- Certified Emergency Medical Technician-Basic in the State of Indiana through the Indiana Department of Homeland Security
- Indiana Data and Communications System certified
- Over 100 hours of emergency management training through the Indiana Department of Homeland Security and the Federal Emergency Management Agency
- First Aid certified through the American Red Cross and CPR/AED certified through both the American Red Cross and the American Heart Association
- Amateur Radio licensed (call sign KB9UQQ)

References

- Tim Mannix
Taylor University Facility Services Locksmith
236 West Reade Avenue
Upland, IN 46989
(765) 998-5390
tmmannix@taylor.edu
- TJ Higley, Manager
Taylor University Information Technology Client Services
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(765) 998-4040
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- Amy Hollingsworth
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