

RUSSELL TARVER

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PROFESSIONAL EXPERIENCE

Outstanding Deliveries

New York, NY

Messenger

10/09-Present

- Pickup and deliver items to clients according to pre-determined schedules or on an "on demand" basis. Deliveries can be documents, packages and/ or boxes.
- Utilize dollies and/ or mail carts as needed since package size may vary from envelopes to boxes.
- Maintain logs & records on all items for pickup and/ or deliveries as required.

Superior Office Systems

New York, NY

Field Technician

08/07-08/08

- Installed, preventive maintenance, troubleshooting, diagnostics, and repairs of Canon black & white Image Runners, IR-400, 550,105, 3570, 6000, 7105 etc. along with sorters and document feeder's that apply
- Kept records of customer interactions and transactions
- Referred unresolved customer grievances to designated departments for further investigation

Natures Finest

Brooklyn, NY

Security Guard

10/06-08/07

- Monitored and authorized entrance & departure of employees, visitors & other person to guard against theft & maintain security of premises
- Wrote reports of daily activities & irregularities such as equipment or property damage, theft, presence of unauthorized persons, or unusual occurrences
- Patrolled residential premises to prevent & detect signs of intrusion & ensure security of doors, windows & gates

Independent Contractor

New York, NY

Construction Worker

01/02-2/06

- Demolished apartments, framing, sheet rock installation.
- Installed and removed electrical fixtures & outlets.
- Installed floors waxed & buffed, some roofing.

Century Business Solutions

New York, NY

Field Technician

12/00-12/01

- Preventive maintenance, troubleshooting, diagnostics & repairs of Sharp & Canon copiers, HP & Lexmark printers, Sharp & Brothers Fax machines.

T&G Industries

Brooklyn, NY

Fax Technician

07/99-12/00

- Performed installation, preventive maintenance, troubleshooting, diagnostics & repairs on Panasonic (laser series) & Brothers fax machines.

EDUCATION

QBI The Training Institute

LIC, NY

Office Equipment & Photocopier Repair Certificate

02/14

Theory: Basic and Advanced Troubleshooting Techniques, Digital Copier Process, Preventive Maintenance, Component Assembly/Disassembly, Knowledge of Xerographic copy process, Mechanical Troubleshooting, Installing and removing computer software and hardware, Basic networking TCP/IP, Schematic reading, Basic Electronics.

Instructional Equipment /Troubleshooting Experience:

- **Copiers:** Canon IR105, Toshiba E Studio 550
- **Printers:** HP 4 Plus, HP 4100DNT, HP 4000TN, HP 8150
- **Color Printers:** HP Color Laser Jet 4700DTN

Micro power Career Institute

New York, NY

Network Specialist with UNIX Certificate

09/09-09/10

Concentrations: A+, Cisco, Network +, Cabling, Windows 2003, Windows XP, Microsoft Word and Excel, Publishing, Networking, Router, Virtual PC and Remote Access.

United States Army

United States

(Honorable Discharge)

10/75-01/78