

# Richard Brookhart

4112 Mason Drive Oklahoma City, OK 73112  
(405) 947-7883

## OBJECTIVE

Full time employment in a management position, with special interest in Information Services and Customer Service.

## SKILLS

Xpercom	Meridian Voice Mail System
Network Mapping	Computer Repair
Microsoft Windows 95, 98, 2000 & XP	Webpage Development
Telephone Operations	Microsoft Office 95, 97, 2000, & XP

## EMPLOYMENT

<b>Contractor</b>	2001 to Present	
TekSystems		Tulsa, OK
<ul style="list-style-type: none"><li>• Working at Logix Communications through TekSystems.</li><li>• Responsible for database updates and upkeep.</li><li>• Responsible for creating computer generated maps.</li></ul>		
<b>Store Manager</b>	1999 to 2001	
Radio Shack		Tulsa, OK
<ul style="list-style-type: none"><li>• Responsible for all store activities including scheduling, banking, and daily business transactions.</li><li>• Responsible for all customer concerns, plus I helped customers over the phone with computer set-up, installs, and troubleshooting.</li></ul>		
<b>Network Administrator</b>	1998 - 1999	
J. Patrick Wheeler Law Office		Canton, MO
<ul style="list-style-type: none"><li>• Responsible for network maintenance</li><li>• Responsible for phone and computer maintenance</li><li>• Responsible for software upkeep</li></ul>		
<b>Audio Visual Technician</b>	1995 - 1998	
Phillips University		Enid, OK
<ul style="list-style-type: none"><li>• Responsible for scheduling equipment use and studio time</li><li>• Responsible for phone and computer maintenance</li><li>• Responsible for computer help desk. I helped walk customers through set-ups, installs, and finding lost documents.</li></ul>		

## EDUCATION

Bachelor of Science in Business Administration	1993-1998
Phillips University	Enid, OK