

RODNEY KAHANE
 Lighthouse Point, FL 33064
 561-929-7246
rodney@rodneykahan.es

SEASONED IT PROFESSIONAL AND STAFF MANAGER
 ADAPTABLE, DEPENDABLE, PRODUCTIVE

▪ Proficient with Java, Objective C, PHP, JavaScript	▪ Management, leadership
▪ Data entry and database maintenance (MySQL)	▪ Install, maintain, & upgrade PC hardware
▪ Able researcher & technical writer	▪ Effective trouble shooter
▪ Detail oriented	▪ Preparing, filing, & managing office paperwork & records
▪ Decision maker and evaluator	▪ Customer satisfaction specialist

SKILLS

- Implementing and debugging software
- Setting up and maintaining small business web domains
- Setting up and maintaining small business Office365 services
- Web design (HTML 5)
- Developed and implemented streamlined office practices to increase worker productivity
- Mobile app development (Android, iOS)
- Extensive experience in installing, configuring, and supporting an organization's PC networks and Internet systems, maintaining PC hardware and software, and monitoring network to ensure availability to all system users
- Managing staff in a fast-paced environment
- Maintained high levels of customer satisfaction, resolved issues for dissatisfied individuals face-to-face, by telephone, electronic and written correspondence
- Managing a high-volume workload in a deadline driven environment

EMPLOYMENT HISTORY

Glades Drugs, Inc Boca Raton, FL 2014-present

Program Manager/Patient Coordination Supervisor

- Manage mail order patient records for multiple retail outlets
- Developed and implemented automation of patient record management

Healthy America Group, Inc Boca Raton, FL 2013-2014

Program Manager

- Managed and audited data for marketing affiliates

F.B.O.P. McDowell, WV 2011-2012

Welder Apprentice, MIG & Arc

- Assisted senior welders in assorted projects, serviced welding devices
- Fabricated/prepared materials for projects, mill operator

PBBC, Inc Boca Raton, FL 2005-2010

Office Manager

- System Administration - Responsible for assuring computer terminals and servers were functioning properly, maintained and upgraded existing hardware and software
- Office Operations - Oversaw office operations, monitored staff performance, supervised completion and accuracy of task, assisted workers with issues, directed Human Resources
- Assisted clients resolving situations ensuring 100% customer satisfaction

FLORIDA ATLANTIC UNIVERSITY Boca Raton, FL 2000-2001

Network Security Administrator

- Planned, implemented, upgraded, and monitored security measures protecting computer networks and information
- Ensured appropriate security controls to safeguard digital files and vital electronic infrastructure
- Responded to computer security breaches and viruses

FLORIDA ATLANTIC UNIVERSITY Boca Raton, FL 1999-2000

Systems Administrator

- Designed and implemented Linux based computer lab insuring cost savings for Florida Atlantic University
- Maintained, upgraded hardware and software for the lab, responsible for troubleshooting

FLORIDA ATLANTIC UNIVERSITY Boca Raton, FL 1998 - 1999

Network Assistant

- Assisted senior staff with physical maintenance and operation of the university's computer networks
- Activated and tested Ethernet ports in offices

EDUCATION

Technical Certificate - Programming

Palm Beach State College

Boca Raton, FL

Bachelor of Arts - History

Florida Atlantic University

Boca Raton, FL