

James Kirks  
3825 South Monaco Parkway, 151  
Denver, CO 80237  
[jim@jimkirks.com](mailto:jim@jimkirks.com)  
720-255-1226

## RESUME

### OBJECTIVE:

I am a self motivated individual looking for challenging opportunities in computer/web/support related fields. I am a well organized person and I pride myself on my ability to carry out many tasks at once. I possess many skill sets that are ideal in supporting and resolving any number of situations.

### SKILLS:

I am proficient in many software programs, see list below, and have been working on PC/MAC computers for over 15 years.

- Microsoft Office Suite: Word / Excel / PowerPoint;
- Adobe: Acrobat / Dreamweaver / Fireworks / Flash / Photoshop;
- Sony Vegas Video Suite;
- Final Cut Pro / Motion / iTunes
- Skype / VOIP
- Windows 7 / Vista / XP / 2000 / 98
- Windows Server 2000/2003
- Apple OSX / 9
- Wordpress
- Website work: [frontrangecommercial.com](http://frontrangecommercial.com); [diversifiedprop.com](http://diversifiedprop.com); [theclipshow.com](http://theclipshow.com); [womenofwarcraft.com](http://womenofwarcraft.com); [bakercustomphoto.com](http://bakercustomphoto.com)

### EXPERIENCE:

I have spent the last three years running my own tech consulting business. Services offered include support for website design and maintenance using Dreamweaver and Flash, small network support, computer repair/trouble shooting Windows XP/Vista, Office, Apple OSX and other computer and tech related services.

2003 - Present Jim Kirks Tech Consultant - Denver, CO

Owner/Operator of a small tech consulting service. Main services included helping small business with any and all technology needs. Including website building and maintenance using Dreamweaver/Flash/Fireworks, small network design and implementation, computer build/support/maintenance, software support for both Mac and PC and all other technology needs.

1999 - 2007 Front Range Commercial Colorado Springs, CO

Web Master/IT Spec.

Duties: Maintaining company website and all related web presence; upkeep and maintenance of all computers running Windows XP/Vista/7/Windows Server 2003 and tech in the office; small network design and upkeep.

EDUCATION:

Phoenix College US-AZ-Phoenix  
Some College Coursework Completed

UCCS US-Colorado-Colorado Springs  
Some College Coursework Completed

Air Academy High School US-Colorado-Colorado Springs  
High school Diploma

REFERENCES:

Gary Christensen  
President  
Pacific Equity Partners  
Phone Number: 719-448-9900  
Reference Type: Professional

Mary Shockney  
Shockney and Associates  
Phone Number: 719-271-8510  
Reference Type: Professional

Christopher Baker  
Phone Number: 480-381-3299  
Reference Type: Personal