

## M. Adam Davis

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Ypsilanti, MI 48197  
(734) 528-1925

### Objective:

A position in the computer/electronics industry that utilizes my experience and provides opportunities for growth and development.

### Experience:

#### **BalaDyne Corporation**

Systems Technician

**Ann Arbor, MI**

April 1998 - Present

**Company:** BalaDyne is the world leader in active machine balancing.

**Responsibilities:** Develop and debug Visual Basic programs which control and collect data from balance controllers. Maintain and troubleshoot Novell Network (NetWare 4.11 file and printing services), desktop and laptop systems for internal use, ISDN for Internet connectivity, and externally hosted internet domain. Maintaining and interconnecting internal databases and programs using Access and Visual Basic. Converting programs to be compatible with Japanese systems using DBCS character encoding while insuring data integrity.

**Experience:** Strengthened knowledge of Visual Basic, specifically serial communications, data processing, and database access. Ability to move quickly in/with a small corporation, keeping up with changes in processes and needs. Heightened sense of awareness at how my work affects company as a whole.

#### **Micro Basics**

Owner, Computer Consultant

**Ypsilanti, MI**

1991-Present

**Company:** A small computer business providing customized care and solutions to families and small businesses for over ten years.

**Responsibilities:** Assemble, troubleshoot, test and install personal computers for clients. Maintain records and data pertaining to customers. Keeping up with developments and changes in the personal PC market. Discovering the needs of customers and fulfilling them in the most effective manner, taking into account cost, reliability and customer satisfaction of the solution.

**Experience:** Extensive knowledge of PC hardware and software and the interoperability of systems. Strengthened self-motivation. Knowledge of small business laws, taxes, and regulations. Ability to develop and execute business plans.

#### **National Tech Team**

Systems Installation

**Southfield, MI**

January 1998 - April 1998

**Company:** Provider of desktop support services

**Responsibilities:** Work with a team of eight to deliver, install and configure thirty to fifty PCs daily for Ford Motor company in and around Dearborn, MI.

**Experience:** Developed strong teamwork skills, ability to develop efficient plans and processes to complete semi-repetitive work quickly. Experience working in large corporate environment, with a strengthened ability to summarize and report to others.

## Education:

Saline Area High School  
Washtenaw Community College  
GPA: 3.6 with a total of 57 credits

Graduated 1994  
1998 - Present

## Community/Volunteer

The Church of Jesus Christ of Latter-Day Saints

Service Missionary

Receptionist, Assistant Network Administrator

### Responsibilities:

General community service. Help Network users with software/hardware problems. Assist in installation and maintenance of Novell Network. Answer phones, sort and forward 100+ pieces of mail daily. Put together 4 page newsletter, and distribute to 600+ individuals. Prepare and send monthly bulk mailing(300+ pieces).

### Experience:

Increased leadership and interpersonal skills. Contact management.

Salt Lake City, UT

September 1995-May 1995

May 1995-October 1997

## Computer Skills:

Languages: C, C++, Basic, Visual Basic, SQL, HTML, PHP, PERL

Protocols: HTTP, POP3, SMTP

Systems: DOS, Windows 3.X, Windows 9X/NT/2000, FreeBSD, UNIX, LINUX

Software: Microsoft: Visual Studio, Word, Access, Excel, PowerPoint, Front Page, Internet Explorer, Outlook;  
Turbo C++, InstallShield Express, Netscape Communicator, Netware 4, MySQL, Xitami (http/ftp server)

## Other Information:

- Accepted to University of Michigan for Spring/Summer 2001 to major in Electrical Engineering as a part time student.
- As a hobby I design circuits and program 8-bit microcontrollers for home automation, theater, and DJ use. I program in assembly and C, and maintain an active web resource for various microcontrollers.
- References available