

Aaron Haun

OFFICE IT ADMINISTRATOR & WEB DEVELOPMENT SPECIALIST



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 FACEBOOK
[facebook.com/aaron.haun](https://www.facebook.com/aaron.haun)

 TUMBLR
aaronhaun.tumblr.com

▼ TECHNICAL EXPERTISE

ADOBE CS SUITE: PHOTOSHOP,
INDESIGN, AFTER EFFECTS,
SOUNDBOOTH, ILLUSTRATOR

E COMMERCE, SEO, DEVELOPMENT

MICROSOFT OFFICE SUITE

HTML, MYSQL, PHP, CSS, CGI, PERL

DOCUMENT / FORM PREPARATION

ACCOUNTS PAYABLE & RECEIVABLE

FILING & RECORDS MANAGEMENT

APPOINTMENTS & SCHEDULING

ONLINE MARKETING STRATEGY

COMMERCIAL MEDIA DESIGN

▼ SUMMARY

*Diligent and resourceful professional offering **expertise and competency** within the full range of technical, administrative and commercial procedures.*

- Skilled in planning and execution of special projects during time-critical environments.
- Decisive and direct, yet flexible in responding to constantly changing assignments.
- Articulate communicator with solid interpersonal skills across all levels and backgrounds.
- Experience handling competing demands for time and attention while maintaining a positive and approachable demeanor.

Develop effective presentations and proposals

Administrative project management

Online/print marketing campaign coordination

Contract development/negotiations

Document management/organization

Graphics design consultation and development

Windows & Linux server administration

Web site conception, design & development

Help desk support/customer service


Professional writing/proofreading/editing

▼ WORK EXPERIENCE

REGIONAL DATABASE ADMINISTRATOR

[AFFORDABAIL - SOUTHERN BAIL](#)

- Data Entry and Administration using Captira bail bonding software.
- Database Administrator responsibilities included querying, merging, rendering and storing various types of similar data held on incompatible platforms.
- Design, deploy and maintain office IT solutions. (Networking, File Sharing, Tech Support)

 KNOXVILLE, TN

August 2016-December 2016

ATHLETIC DIRECTOR

[BOYS AND GIRLS CLUB](#)

- Developed, managed and instructed athletic program for youth ages 5 – 18.
- Coordinated, maintained and refereed a developmental youth basketball program.
- Mentored youth as a coach, instructor, counselor and leader.


 GATLINBURG, TN

September 2015-May 2016

DIRECTOR OF OPERATIONS

[CENTER STAGE DANCE AND CHEER](#)

- Designed & maintain company web site.
- Designed templates to automate management activities: invoicing, payroll, common correspondence, calendars, attendance, enrollment, progress reporting and mailing databases.
- Coordinated all aspects of office administration: record keeping, accounts receivable and payable, managed databases of billing / payment transactions and maintained physical files of bills and receipts.

 KNOXVILLE, TN

April 2013-January 2016

EASY TECH ASSOCIATE

[STAPLES](#)

- Provided face to face IT consulting, counseling, training and support.
- Performed various advanced IT support services including Diagnostics, System Restore, Virus Removal, Data Recovery and Software Configuration.
- Responsible for executing successful sales services for IT Equipment and Support Packages.

 SEVIERVILLE, TN

April 2014-November 2014

COMPUTER SPECIALIST

[HAMBLÉN COUNTRY BOARD OF EDUCATION](#)

- Maintained Windows 2003 Server environment.
- Established and installed online courses on the Moodle platform in Linux environment.
- Provided on site technical support for administration, library, teacher workstations, classroom lab computers (Ghost, PXE, BartPE) and school network.
- Administered 3Com POE switches providing NBX Server environment and VoiP network.

 MORRISTOWN, TN

January 2007-July 2010

▼ EDUCATION

 **WEB SITE DEVELOPMENT**
[FOUNTAINHEAD COLLEGE](#)
KNOXVILLE, TN

ASSOCIATE OF OCCUPATIONAL SCIENCE

2003-2005