

# GERALD RUDOLPH III

3605 APPLEWOOD LANE

ROCKFORD, IL 61114

815-985-6248

Jerry@JerryRudolph.com

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## OBJECTIVE

To obtain a position that will utilize my knowledge of Business and Technology.

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## KEY AREAS OF EXPERTISE

- Technical Management
- IT Operations/Support
- Project Management
- Communication
- Staffing/Team Building
- Professional Development
- Assertive/Self Starter
- Account Management
- Negotiation
- Procurement
- Research & Analysis
- Customer Service
- Data Mining
- QOS Manager
- Network Wan/Lan
- Windows OS/Server
- MSWord/Excel/PowerPoint
- Website Maintenance

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## CAREER TRACK

**Instructional Technology Coordinator**, North Boone School District 200 2015 - Present  
Computer/Electronic info Tech, North Boone School District 200 2009-2015

Successfully managed all aspects of Information technology. Built strong relationships with 200+ Staff. Worked with a team to start a 1:1 computing program. Creates and presents professional development.

- Project Management lead for IT projects. (Planning and rollout)
- Researched and selected the highest quality, and cost effective technology products and services.
- Held accountable for selecting the candidates for hire and the reorganization of the IT department.
- Produced computer how-to videos utilizing knowledge of information technology and public speaking/instruction.
- Forecasted technology budget for upcoming fiscal year.
- Designed and administered Proprietary Android Management solution for 1:1 program
- Upgraded entire WAN and Internet infrastructure by 10x.
- Creates and Maintains Website and Social Media
- Creates Technology plan

**Senior Conference/Project Management Intern**, Colorado Oil & Gas Assoc., Denver, CO 2007 – 2008

Collaborated with the President and Senior Vice President to ensure the thorough and prompt completion of special and regular projects by implementing auditing, data-mining, and research abilities. Managed conferences and verified all aspects were carried out with precision and accuracy including generating conference reports, registration, attendee audits, and post conference distribution. Carried out a variety of information technology functions including network installation, server administration, network and computer security, network issue resolution, and data backup.

- Spearheaded planning and facilitation of top annual Oil and Gas Conference in USA, with over 3K attendees.
- Was involved in purchasing many products and services.
- Remedied multiple issues with desktop and laptop machinery; designed research databases and performed research via the Internet as a Research Specialist.

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## EDUCATION

**M.S.Ed School Business Management**, Northern Illinois University, DeKalb, IL (Currently Enrolled)

**Bachelor of Science, Technical Management**, Devry University-Colorado; October 2009  
*Dean's List, Summer 2009*

*Majority of Business Course work, Metro State 2005-2008 – Colorado  
S.I.F.E. Business Club Secretary, Sigma Alpha Epsilon Risk Manager*

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## CREDENTIALS & ACHIEVEMENTS

- OSHA Certified, 30 hours
- Rotary Club Award in recognition of volunteer IT work; 2002
- All Conference Award; 2004