

# *Ian Reeder*

Sacramento, CA 95831 • 

## *Profile*

I bring a lively energy to every team I join, with a knack for keeping things organized to hit my targets. I'm a born leader who's all about clear communication and getting along with everyone, which means I tend to naturally step up to the plate in any group setting.

## *Education*

B.S., Electronics Engineering, 2008

DeVry University, Elk Grove, CA

High School Diploma, 2005

## *Experience*

● **General Manager, Tech 2U, Inc.** 03/2008 – Present

- Manage technical and dispatch operations in all stores and mobile repair areas
- Responsible for hiring, training and role-development
- Manage fleet vehicles
- Manage vendor accounts, purchasing and inventory
- Provide most HR functions
- Assist with payroll reviews, submission and distribution

● **Manager, Pop Ups Internet Café and Gaming Lounge (Contract)** 12/2007 – 03/2008

- Contracted to setup Windows Server, Network and 30 client PC's
- Network, server and client PC maintenance
- Maintain daily financial reports
- Setup new customer accounts
- Train staff on all functions of network environment and software management

● **Assistant Manager, Champions Golf Links** 02/2006 – 12/2007

- Management of daily, weekly, and monthly sales receipts, inventories, and payroll
- Deliver individualized customer care to vendors and customers
- Maintain register based computer network and peripherals involved with company reports