

## Ronald Marsh

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### OBJECTIVE

To join an organization where I can fully optimize my education, creativity and organizational skills. I have accumulated a great amount of software knowledge over the past 17 years, as well as training and organizational skills, which would benefit any company.

### EXPERIENCE

**New Horizons Computer Learning Centers of Southern CA** Burbank, California                      October 1997 - Present

#### *Software Instructor*

- Training students how to use various software programs on multiple platforms.
- Mentoring new employees / instructors to achieve peak performance.
- Consistently maintains high evaluation scores.  
*Most recently, an 8.63 out of 9.00, where the company minimum is 8.40.*
- Specifically requested by company clients and students because of knowledge base and ability to relate well with anyone.
- Very comfortable in any public setting.
- Achieved multiple certifications:  
*ACE, ACI, BPPVE, CIW, MCAS, MOUS and Lean Six Sigma Green Belt.*

#### *Hospitality Industry*

- Worked in many aspects of the hospitality industry.  
*Bartender, bar back, waiter, bus person, host and manager.*
- Was recruited by 100% of all employers to train employees.
- Redesigned work environment to maximize efficiency.
- Specifically requested by many repeat customers.

### EDUCATION

**University of Kentucky** Lexington, Kentucky

*BA Communications / Journalism*

**Los Angeles Valley Community College** Los Angeles, California

- Took various computer classes.  
*Basic computer skills, Microsoft Office Suite, Pascal*

### SKILLS

- Organized and detail-oriented.
- Proficient in:
  - Adobe - Acrobat, Dreamweaver, Fireworks, Flash, Illustrator, InDesign, Photoshop
  - Microsoft - Access, Excel, FrontPage, Outlook, PowerPoint, Publisher, Visio, Word
  - Misc. - Act!, Crystal Reports, CSS, GroupWise, HTML, QuarkXPress
  - Windows or MAC platform

### INTERESTS

- Started foster parenting in 2002 which led to the adoption of 2 children in 2006.
- Enjoy camping and travel, painting, reading, and DIY home maintenance and improvement.
- Currently maintain the database and website for high school reunions, as well as assisting in organizing the reunions.
- Volunteered as membership coordinator for a local camping organization (2003 - 2010).

*References are available upon request.*