

RENO TOMASI

613 Sara Lane • Marengo, IL 60152
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SUMMARY OF QUALIFICATIONS

Solutions-based IT professional, expert in leading and contributing to projects that enhance productivity and system functionality. Acknowledged for ability to tackle challenging issues and provide innovative solutions. Persistence, quality of work and dedication are major strengths consistently cited by managers and clients. A resourceful, life-long learner, embracing knowledge as a tool for improved problem-solving effectiveness.

PROFESSIONAL EXPERIENCE

IT Manager / Technology Support

Vertis Communications – Elk Grove Village, IL

2001 - 2009

- Evaluated and cost-justified all hardware and software purchase proposals to enhance productivity and future growth
- Consistently increased variable profit margins on non-performing accounts by 300% with use of custom software
- Facilitated Six Sigma quality improvement teams to design, analyze, improve and verify processes
- Developed custom workflow automation software using AppleScript, Perl, Shell Script and JavaScript to increase productivity
- Analyzed and streamlined workflow procedures to reduce waste while improving accuracy, production speed and overall profitability
- Reduced 80% of production time for image conversions utilizing custom programming
- Reviewed technology infrastructure for management consultant group, proposing enhancements, managing implementation projects, and assessing results
- Analyzed and repaired hardware
- Generated and maintained a purchasing budget and transition plan

System Manager

American Color Corporation – Elk Grove Village, IL

1996 - 2001

- Installed and managed Macintosh, Unix and Windows servers
- Established system upgrade schedules for software and hardware
- Provided remote system support to nationwide systems and personnel
- Designed and managed network installation during relocation to new building to improve network efficiency
- Administered user accounts, user groups and user security
- Performed hardware and software audits and maintained inventory database of fixed assets

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Workflow Consultant

Walgreens Company – Deerfield, IL 1996 - 1996

- Analyzed and streamlined advertisement production workflow
- Developed custom software to automate redundant processes
- Compiled documentation of program development
- Assembled web interfaces to make user interaction simple and concise using HTML
- Prepared detailed workflow chart and diagram to illustrate sequence of steps to describe input, output, and logical operation

Production Manager

American Drug Stores / Osco Drug – Oak Brook Terrace 1994 - 1996

- Managed design department responsible for advertising and sale inserts
- Reviewed daily work schedule with creative/account executives/art production department
- Transitioned existing traditional prepress facilities into a modern digital facility
- Resolved any problems affecting job quality, due dates and costs
- Reviewed and approved art, copy and proof materials developed by staff
- Presented final layouts to client for approval
- Assigned and directed staff members to develop design concepts into art layouts and prepare layouts for printing

EDUCATION

Computerized Graphic Design / Illustration

Elgin Community College – Elgin, IL 1991 - 1993

- Awarded Trustee Leadership Scholarship for Excellence in Graphic Design

AREAS OF EXPERTISE

Critical Problem-Solving	Workflow Automation	Workflow Analysis
Technology Needs Assessment	Diagnosis and Troubleshooting	Systems Administration
End-user Training and Support	Creating and Mapping Solutions	Conceptual Design

TECHNICAL PROFICIENCIES

Operating Systems:	Windows NT, XP, Vista; Mac OS; UNIX
Hardware:	PC, Apple and UNIX servers, desktops, notebooks; Lucent PBX
Programming:	HTML, PHP, MySQL, CSS, AJAX, JavaScript, AppleScript, Shell Script
Applications:	MS Office Suite, Adobe Creative Suite, Quark Express