

Michael P. Murphy

Objective

Challenging position utilizing talents and abilities.

Experience

1988–Present Various Employers & Contractors via Kelly Services

Technical Support

- Windows 3.1, 95, 98, NT 3.5.1 & 4.0.
- Microsoft Office Applications and Internet Services.
- Resolved Company problems that freed up technical support for more calls and eliminated problem calls.

Administrative Support

- Various Government and Business sector positions.
- Various Database programs & Microsoft Office Applications.
- Assisted many in improving presentations and administering the set up of new organizations and/or systems.

Document Control

- Ran total documentation and control processes for Policies and Procedures for large government contractor.
- Microsoft Office and Various Database & Unix systems.
- Improved Company systems accuracy and speed of implementation allowing streamlining of production processes in coordination with department manager

Also 1998–1999

Small Business Consultant

- Set up world's first independent Aerobics Instructor Training Organization.
- Helping small businesses become more productive and efficient.
- Utilizing all skills learned in both small business and corporate environments
- Company A - Implemented training courses
- Company B - Reopened failed location bringing gross sales from zero to \$40,000 per month in two months time.
- Company C - Developed Pricing systems to handle signage bids.

Education

1973–1997

- Orange Coast College & Sierra College
- Took Courses in fitness and Internet Services.
- Certified by three Aerobics Instructor Training Organizations

Interests

Camping, home improvement, computers, internet related activities, travel. Planning on fitness activities I used to be more involved in such as tennis, racquetball, skiing, running, swimming, hiking and golf.