

June Bertucci  
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Experience:

June 2004 – Present

Small Office Computer Support of Cape Cod

Hyannis

[www.socsofcc.com](http://www.socsofcc.com)

**Owner/Operator**

- Off-site and on-site PC & Network support, services, troubleshooting and repair.
- Data processing services including data transfers, data entry and Office training.

April, 2003-June 2004

Barnstable Land Trust

Hyannis

**Office Manager**

- Bookkeeper for non-profit organization using QuickBooks including deposits, month end reconciliation and providing all reporting for board of directors and auditor.
- Maintained membership access database including queries and reporting.
- Responsible for mass mailings including coordination of staff and outside resources.
- Responsible for computer maintenance & support, backups, upgrades, etc.

1997- March, 2003

Monster.com, f/k/a Recruitment Solutions, Inc.

Hyannis/Boston/Maynard

2001-2003

**Resume Processing Technology Specialist**

- Operations Manager for NCS Pearson Resume Processing Account; coordinating the processing of over 1,000,000 resume responses into Monster.com's Applicant Tracking System.
- Integrated Resume Processing services into various Applicant Tracking Systems'.
- Sales support as subject matter expert for new business with internal and external clients.

1997-2001

**Resume Processing Manager**

- Managed growth of department from monthly resume volumes of 200 to 30,000.
- Managed growth of staff from 1 to 15+ employees, including the implementation of a second shift.
- Designed and developed a Web Enabled Integrated Resume Distribution System.
- Implemented new technology solutions to increased employee productivity.
- Implemented and managed fulfillment and mass mailings.
- Vendor Management: including research and hiring of new vendors and partners.

1997-2001

**Senior LAN Administrator /Systems Administrator**

- Responsible for technical support for 4 Boston offices and 1 Hyannis office, 100+ end-users.
- Relocation/integration of offices, including server build outs, cabling plan, etc.
- Migration of LAN/WAN to corporate network.
- Migration of existing exchange messaging system to corporate system.

- Rollout of Windows2000 across 100+ workstations.
- Implemented, managed and maintained NT network and Exchange System until integration with corporate systems.

1994-1997 Kids' First Daycare Marstons Mills  
**Owner/Operator of Licensed Daycare**

- Maintain home-based daycare licensed by the Office for Children
- Including full record and book keeping.

1991-1994 Edwards & Angell Boston  
**Billing Specialist** - Boston Office  
**IT support** - Boston Office 50+ end-users

1986-1991 Gaston & Snow f/k/a Gaston, Snow and Ely, Bartlett Boston  
**Systems' Administrator**

- Managed and maintained 3 Wang Minicomputer Systems supporting 300+ end-users
- Imaging Litigation support
- 24hr operation
- Integration of various systems due to mergers with other law firms.

**Software Specialist**

- Managed software issues and resolutions with vendors.

**Lead Billing Clerk – Data Processing**

- Monthly invoicing of time and disbursements.

1983-1986 Bank of New England Boston  
**Records Clerk**  
**Spreadsheet Management Specialist**

**Education:**

1983 High School Diploma – West Roxbury High School  
 Various college courses and industry specific classes. Including:

- Introduction to Computers and Data Processing
- DOS
- Accounting I
- Psychology
- Legal Time Management System
- Wang Imaging System's Administrator Certificate
- Access I and II
- Medical Terminology
- Excel

**Software:** Windows 95, 98 and 2000, NT & XP, Windows Server 2003, Microsoft Office 97 – 2003, & XP, Microsoft Exchange, Legal Time Billing System, QuickBooks, Clients & Profits, Ominpage OCR, tiff utilities, FTP utilities, extraction/parsing software and anti-virus software(s).

**Hardware:** Dell servers and PCs', Compaq servers and PCs', routers (including wireless), various printers and high capacity scanners.