

# RESUME

Lee Siemon  
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My ambition is to be a part of a progressive company, either full time or part time, where I can apply the skills I have acquired over the past years and feel like I am making a difference for my employer.

## SUMMARY OF QUALIFICATIONS

Mr. Siemon is well qualified to assist in building a small business, including organization, procedures design and implementation, marketing, internet presence and supervision of employees.

Mr. Siemon Is qualified to manage employees, manage projects, and works well with procedures and parameters. He is a self-starter, and willing to perform any task required of him.

## EDUCATION

<b>High School</b>	Central Dauphin High School, Harrisburg, PA
<b>Courses</b>	2 semesters, electronics theory - College of Santa Fe, Santa Fe, NM Completed online course in Adwords SEO

## PROFESSIONAL EXPERIENCE

**The DPS Group** – For the last several years Mr. Siemon has been actively involved in the designing and implementing of new websites. He has been involved in every phase of the creation of new websites, from initial outlining of the layout and functions, to the hands-on implementation. He has Maintained and services various retail sites including Ebay.

**SER Reality** – Held position of Forman in SER Realty’s Acquisition and Rehab. Mr. Siemon was responsible for managing employees, making sure the materials were on the job, and Completing the rehab within the limits of the funds made available.

**System One Satellites-** Mr. Siemon was supervisor over the parts and installation departments of System One Satellites, maintaining the parts inventory at required levels, and filling parts requests for the service personnel. Mr. Siemon was also service Supervisor, managing and routing over 20 installers. Together with Co-founder, he was instrumental in helping take the company from several sales a week to a company of 29 employees and an annual sales volume in excess of 2.5 million.

**Genesis Data Systems**- Assembled and installed proprietary state-of-the-art business networking system, a business networking system prior to Novell Networks. Initiating a department in Genesis Data, he became the first clone assembler in the region providing the only inexpensive answer to the IBM PC.

**Siemon Enterprises** – Owned and operated a small home improvements company for 15 years. Supervised 10 employees and did hands-on in most disciplines.

**3M Company** - At the age of 18, became the youngest Field Technician ever hired to service photocopiers for their clients.

**WFEC Radio, Harrisburg, PA** - At the age of 16, Became the youngest Disc Jockey ever hired in that region, traded under the name "General Lee".

## **SKILL SET**

**Software** - Proficient at Dreamweaver, Joomla, Microsoft Office, including Microsoft Publisher, Microsoft Word, Microsoft Excel, and Paint Shop Pro and image editing software.

**Labor** – Proven ability to organize and run a parts department, including inventory control.

Fifteen years of Home Improvement remodeling, including a position as foreman, writing and presenting proposals, and hands on work in carpentry, plumbing, electrical, concrete, roofing, siding and flooring.

Management – Skilled at managing small work force in various areas of discipline including office, construction, and sales.

## **REFERENCES**

Bob Ficus – Retired Colonel, Air Force. Albuquerque New Mexico, 505-281-3857

Frances Kivlehen – Conroe, Texas 936-718-2562

Geneva Stephens - Conroe, Texas 936-756-1069

Daniel Siemon - Harrisburg Pa, 717-645-9282 (last employer)