

# JOEL GRAEBE

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3705 Arctic Blvd. #1525 – Anchorage 99503

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## Position Sought

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A technical job in the telecommunications, electronics, or computer field.

## Special Skills

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Computer expertise: PC hardware, hubs, printers, UPS, LAN patch panels, wiring, jacks; software: Windows, DOS, OS/2, Novell, MS Office, WordPerfect, Star Office, OpenOffice

PBX experience: Panasonic, Toshiba, Omega, Mitel, NEC

Voice mail experience: Octel, Panavoice, Courier, Repartee, Active Voice, StarMail

Three years experience as a telecommunications technician: Surveyed, bid, ordered, configured, installed, terminated, maintained, and fixed: PBX systems; copper and fiber cable (including CAT-5e computer network cabling); voice mail systems; and computer network cabling.

Six years experience as a computer technician and LAN administrator: maintained large Novell LAN, performed administrator functions on mixed WindowsNT LAN, helped extend and administer a small proprietary Digital mini and LAN, provided technical support, manned help desk, gave instruction to employees, recommended new procedures, provided oversight and coordination of new installations.

## Work Experience

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- 2001 - 2002 Technician with Arctic Communications, 5630 Silverado Way., Ste. 1, Anchorage
- 1998 - 2001 Technician / Front Office Staff with Winter Telecom, 6901 E. Tudor Rd., Ste. 7, Anchorage
- 1996 - 1998 Technician/LAN Administrator with TAG-DataFlow Alaska, 2627 C St., Anchorage
- 1988 - 1995 Air Traffic Control Specialist/Automation Specialist with DOT, FAA, AARTCC, 5400 Davis Hwy., Anchorage

## Volunteer Experience

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- 2000 - 2002 Volunteer worker with the “Crisis Pregnancy Center”  
2902 Boniface Hwy., Suite 200, Anchorage  
Provided general assistance and computer technical support.
- 1993 - 1996 Volunteer worker for “Bootstrap”  
Boniface Mall, Suite 205, Anchorage  
Trained clients in WordPerfect and general computer skills.

## Training and Education

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- 2000 Panasonic Certification
- 1996 CNA
- 1996 Paralegal Certificate, University of Alaska Anchorage, Chancellor's List, Dean's List
- 1981 University of Connecticut, Storrs. B.A. Political Science, Minor: C.S.