

David B. Nix

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Work Skills:	Individual & classroom training, team leader, management, people skills, curriculum and KB writing, desktop support, Administrative Assistant, customer service, problem solver, project management, construction skills, landscape irrigation design/install/repair/sales, warehousing, forklift, inventory, counter sales, typing 40+ wpm.
Hardware Skills:	PC refurbishing and upgrades, building from scratch, replacing parts, Windows installs on refurbished PCs, troubleshooting, familiar w/Paragon HD repair and cloning software.
Software Skills:	Windows XP-11, some DOS and UNIX, basic networking, research & problem-solving skills, testing hardware & software, Salesforce, MS Office- proficient with Excel and Word, html and web design, FTP, internet, browsers- Chrome/IE/Firefox/Edge.

Employment

Principle Distribution <i>Deliver packages for vendors</i> principledistribution.com	5/24-9/24	Contracted to pick up and deliver auto parts around Dallas and Fort Worth.
AdComp Systems Group <i>Build and support payment processes</i> adcompsystems.com	4/22-3/24	Manager of Tech Support department. Created positions for Team Lead and Documentation. Created new training processes.
AllianceRx Walgreens + Prime <i>Scheduled delivery of specialty prescriptions</i> alliancerxwp.com	12/19-3/22	Patient Care Advocate assisting specialty pharmacy patients calling in to fill and schedule delivery of scripts. Worked with insurance group when issues w/coverage.
G.R.A.C.E. <i>Non-profit serving Grapevine, TX area</i> gracegrapevine.org	10/19 – 11/19	Temporarily working at GRACE's Donation Station Grapevine, Tx location driving delivery truck.
Macro Helix <i>340B software</i> macrohelix.com	2/15 – 9/19	Team Lead, SME, escalated calls, unique solutions. Inspired Team Leads to meet weekly and use PowerPoint for presenting ideas.
Healthcare Computer Corp. <i>Pharmacy & POS software & hardware</i> Company purchased by competitor Rx30.	10/08-2/15	Trainer, hardware setup, software support, SME, reporting. Brought trainers together nightly to review the day when traveling.
Grapevine Relief And Community Exchange <i>Non-profit serving Grapevine, TX area</i> gracegrapevine.org	3/05-7/08	Manager of newly implemented Tech Center, led volunteers, assisted with annual company meetings, created curriculum, provided desktop support for staff, installed PCs, liaison for network support.