

Donald J. Risavy, Jr.

288 Corrydale Drive
Pensacola, Florida 32506
(850) 457-8131
[djrr@cox.net](mailto:djrjr@cox.net)

SUMMARY

Highly motivated and skilled paraprofessional since 1974 with a wide variety of detailed and proven, formal and informal, computer and communication related skills as a computer operator, college level computer skills instructor, computer hobbyist, emergency communications coordinator/dispatcher and dedicated amateur radio operator. Completed many state-of-the-art computer courses. Utilize a wide range of amateur radio equipment including equipment based on latest computer technologies. Experienced in web-page development and maintenance. Completed extensive formal and on-the-job training as an emergency communications system dispatcher and help-desk operator. Excellent working knowledge and skill-set of all essential computer and communications software such as:

- Windows - Vista/2007/2000/XP/98/95/DOS
- Windows Mail
- Word and WordPerfect
- Outlook and Outlook Express
- Internet Explorer and Mail
- News Readers
- D base Plus
- FTP / HTML
- Thunderbird & Firefox
- Telix
- PcPlus
- Netscape and Netscape Messenger
- Lotus CC-Mail and Eudora E-mail
- Dial up Networking and Settings

Extensive expertise and knowledge of adaptive computer systems, hardware and software utilized by the disabled and elderly population, including:

- Voice Synthesizers
- Screen Readers
- Screen Enlargements
- Braille Printers

EXPERIENCE

October 20, 2004 – Present **CENTER FOR INDEPENDENT LIVING OF NORTHWEST FLORIDA, INC.**
IL SPECIALIST & DATABASE MANAGEMENT Pensacola, Florida

- Promoted from Peer Counselor
- Assist people with disabilities in obtaining independence
- Create, update and maintain new consumer service records utilizing Microsoft Access
- Print and submit consumer service records for filing

December 2002 - March 2003 **NEW HORIZONS COMPUTER LEARNING CENTER** Pensacola, Florida
EDUCATIONAL CONSULTANT

- Call prospective clients on the telephone and sell company services
- Conduct tours for prospective clients
- Register and schedule clients into computer courses

January 1997 - Present **SELF-EMPLOYED** Pensacola, Florida
COMPUTER SYSTEMS CONSULTANT

- Work with Visually impaired individuals to develop and Implement adaptive computer systems
- Install and set up computer systems, maintaining and modifying systems' software and hardware as needed
- Taught computer basics and applications for "The Voice of Print"— Pensacola based reading service for the blind, visually impaired and disabled
- Designed, developed and maintained the "Voice of Print" Web page

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January 1999 - February 1999 **INDEPENDENCE FOR THE BLIND** Pensacola, Florida
ON-THE-JOB TRAINING--HELP DESK OPERATIONS

- Processed requests, including detailed information from callers on a multi-line phone system
- Documented and filed all calls using the latest in adaptive computer technology
- Transferred data to appropriate personnel

January 1994 - December 1998 **SELF-EMPLOYED--HOME BASED SALES** Pensacola, Florida
SALES REPRESENTATIVE

- Sold a variety of products for several different home-based sales companies such as: Amway Products, and Excel long distance Telephone services

January 1988 - December 1991 **PENSACOLA JUNIOR COLLEGE** Pensacola, Florida
ADJUNCT INSTRUCTOR

- Taught word processing, data base manipulation and other general entry-level computer technology courses at both the classroom and laboratory levels
- Setup, installed, debugged and maintained computer equipment in the PJC Business Department computer laboratories

January 1986 - July 1986 **NAS Pensacola** Pensacola, Florida
DISPATCHER

- Dispatched routine and emergency radio communications for the military security police
- Answered routine and emergency phone calls, assigned officers to those calls, utilized computers to keep detailed logs of all activities, issued and retrieved weapons

August 1983 - January 1984 **Florida School for the Deaf and Blind** St. Augustine, Florida
RECREATION INTERN

- Planned, scheduled and implemented recreational activities for the entire school population—including numerous field trips and on-campus events

EDUCATION

Certified - CompTIA A+ Professional, New Horizons, Technical Education Center, Pensacola, Florida--June 2001

Specialized Training - Network + and MS Exchange 2000, New Horizons, Tech. Center,--June 2001

Specialized Training - MS Windows 2000: Implementing and Administering, Designing Directory Services, Network and Operating System Essentials, Supporting Professional and Server, Designing a Secure Network, Supporting Network infrastructure, New Horizons, Tech. Center--January 2001

Specialized Training - Internet Operations, *Independence for the Blind*, Pensacola, Florida--February 1999

Certified - Radio Dispatcher, *State of Florida, Manderfield Industrial Training Laboratory*--June 1985

Bachelor of Science *Florida State University*, Tallahassee, Florida, Leisure Services and Studies--December 1983

Associate of Arts *Brevard Community College*, Melbourne, Florida--June 1979

AFFILIATIONS/LICENSES

FCC Third Class Radio Dispatch Operator License
Amateur Radio Extra Class Operator License

Amateur Radio Emergency Service
Amateur Radio Relay League