

Marcus M. Dietz  
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**OBJECTIVE:**

To become a contributing member of an organizational team dedicated to success and advancement of unified goals.

**EDUCATION:**

- B.S. Management of Information Technology, DeSales University
- High School Diploma with Honors, Hamburg Area High School
- College credits earned from Reading Area Community College in: Introduction to Programming, Freshman Composition, and Physics during senior year of high school

**SPECIALIZED TECHNOLOGY SKILLS:**

- **2003 - Present**
  - LAMP Administration
  - HTML5 & CSS3 Development for Clients
  - CMS: Drupal, Joomla & WordPress Administration & Development

**TECHNOLOGY EXPERIENCE:**

- **2011 - Present Marketing Analyst Automatic Data Processing**
  - Analyze metrics and data to generate ad-hoc reports and communicate those results to management
  - Meet with multi-functional teams for identifying information and data needs
  - Generate weekly, monthly, and annual reports to support various business units
  - Implement a desktop system to automate reporting methods
- **2010 - 2011 Retail Sales Associate Double Click Computers**
  - Sell Apple computers to consumers
  - Provide lessons in both general computing and specific Apple software
  - Input invoices, service requests, and sales into POS software
  - Provide technical support both on-site and via telephone
- **2009 - 2011 IT Manager Awareness Audiobooks**
  - Directed and assigned tasks to interns
  - Facilitated the flow of technological information and understanding between various company departments
  - Strategically planned for continuous company growth
  - On-call technical support
- **2009 Fall IT Intern Awareness Audiobooks**
  - Implemented CMS software on company server
  - Designed new webpage
  - Assisted in general company technology needs; improve efficiency
- **2004 Summer Freelance Writer MethodShop.com**
  - Published an in-depth review on a file sharing program, and a review on freeware

**LEADERSHIP:**

- **2009 Summer Camp Counselor American English Studies**  
- Taught sports; general camp counselor
- **2006 - 2007 Editor Hamburg Area High School**  
- Organized assignments for staff, proofread, selected which stories to include in each edition of *Hawk Happenings*, the school newspaper
- **2006 - 2007 Secretary Hamburg Area High School**  
- Recorded Ski Club meetings, wrote about club events, and submitted formal records to the Hamburg Area High School District Office
- **2004 – 2006 Peer Mentor Big Brothers Big Sisters**  
- Provided academic support for students aged 12-15, while building a sense of teamwork and companionship
- **2004 - 2005 Secretary Wilderness Club**  
- Recorded Ski Club meetings, wrote about club events, and submitted formal records to the Hamburg Area High School District Office
- **2005 - 2006 Camp Instructor Hawk Hoops Camp**  
- Taught basketball skills and fundamentals to younger basketball players at Hawks Hoops Camp in Hamburg, Pennsylvania

**GENERAL EXPERIENCE:**

- **2007 - 2008 Dining Staff Member DeSales Dining Services**  
- Worked at cash register, restocked supplies
- **2008 Summer Floor Employee Way-Har Farms**  
- Greeted customers, prepared and served food, served ice cream, worked cash register, cleaned, assisted fellow workers
- **2007 Summer Floor Employee Way-Har Farms**  
- Greeted customers, prepared and served food, served ice cream, worked cash register, cleaned, assisted fellow workers

**REFERENCES:**

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