

KENNETH L. THOMAS, JR.

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Education

Florida A&M University – Tallahassee, FL	Masters of Business Administration	May 2015
Florida Institute of Technology – Melbourne, FL	MS in Information Technology	June 2011
Florida State University – Tallahassee, FL	BS in Information Technology	December 2008

Career Related Experience

Gunster Law Firm - Tallahassee, FL **March 2018 – Present**

Governmental Affairs Coordinator

- Under the direction of the Regional Managing Shareholder, plans and coordinates the Women in Energy Leadership Forum (FWELF).
- Manage website, social media and Twitter for FWELF.
- Support governmental affairs functions including fundraising activities and civic and client development engagements.
- Research and ghost write on PSC regulatory and/or legislative activity.
- Provide administrative support to Regional Managing Shareholder and Governmental Affairs Practice Group.

Florida A&M University - Tallahassee, FL **August 2017 – Present**

Adjunct Instructor (Department of Computer and Information Sciences – CIS)

- Assist students in developing career competencies and strategies that will prepare them to enter the job market at entry level IT Professionals.
- Prepare structured activities and workshops designed to prepare juniors and seniors for the professional life during internship or initial career placement.

Florida House of Representatives - Tallahassee, FL **January 2017 – March 2018**

District Secretary

- Manage operation of the Representative's district office, schedule, travel arrangements and expense accounts.
- Manage constituent inquiries and casework while serving as a liaison between the Representative and constituents of the Legislative District.
- Facilitate and coordinate communication between the Representative, legislators, state officials, staff, agency personnel, stakeholders and constituents in the development and advancement of legislation.
- Identify, monitor and respond to district specific issues.
- Supervise, as delegated by the member, independent interns and volunteers.

Florida Department of Health - Tallahassee, FL **March 2011 – December 2016**

Senior Network Systems Analyst / Mobile Device Specialist

- Install, configure and maintain secure WAN, LAN and WLAN networking systems with respective/efficient IP allocation and wireless coverage utilizing Cisco, Aruba Networks, Dell and Fortinet equipment within headquarter, branch and remote locations throughout the 67 counties in the state of Florida.
- Provide secure wireless data connectivity for over 1000 mobile devices (i.e.: Laptops, iPhone, iPad and Android Tablets) via in-house Wi-Fi, Remote Access Points (RAPs) and cellular 3G/4G networks.
- Assist in configuring and deploying over 100 Nortel and Avaya VOIP systems/handsets over WLANs, WANs, LANs and Remote Access Points (RAPs).
- Serve as liaison for over 100 Apple devices within a mobile workgroup.

Gadsden County Board of County Commissioners - Quincy, FL **August 2007 – March 2011**

IT Intern / IT Specialist

- Managed projects that implement PC based, audio/visual presentation equipment in five conference rooms.
- Initiated and conducted project to deploy use of over 20 mobile devices (i.e.: iPhone/iPad) within enterprise.
- Responded to daily technical support emails, calls and requests by both onsite and remote means.
- Utilized Microsoft Active Directory and Domain Group Policy to manage over 100 user accounts and PCs.
- Maintained three websites via web-based Content Management System (CMS).

The Zimmerman Agency - Tallahassee, FL
Junior Digital Producer / Project Manager

August 2009 – April 2010

- Conducted resource and requirement gathering meetings with client, technical/creative director and business development staff.
- Facilitated communication between clients, third party vendors, freelancers and internal staff.
- Prepared project scopes, proposals, budgets, purchase orders, invoices.
- Contributed to the overall management of office staff and environment.

Certifications

Apple Certified Associate - Mac Integration 10.11
Apple, Inc.

April 2016

Outreach and Volunteer Experience

FSU Center for Academic Retention and Enhancement – Tallahassee, FL
Microsoft Office Trainer

Spring 2013 – Fall 2013

- Trained office staff of over 20 individuals on the fundamentals of the productivity suite while demonstrating the best utilization practices.

21st Century Community Learning Centers Program – Quincy, FL

Fall 2013 – Spring 2014

Microsoft Office Trainer

- Trained office staff of over 20 individuals on the fundamentals of the productivity suite while demonstrating the best utilization practices.

Gadsden County Schools – Quincy, FL

Summer 2014

Apple Mac OS/iOS Trainer

- Trained faculty and staff of over 50 individuals on the fundamentals and built-in applications of Mac and iOS (iPhone/iPad/iPod) operating systems and demonstrated how it would assist in work environment.

Skills, Abilities and Interests

- **General Knowledge:** C++, Java, Gantt Project, WordPress CMS, Drupal CMS, Google Apps, Google Analytics, Linux/Ubuntu, cPanel, Adobe Photoshop, Website design (HTML, XHTML, JavaScript, CSS), Help Desk/Customer service, LAN/MAN/WAN Connectivity, Remote desktop/assistance, Virtual Machine (VMware), Aruba Networks, Cisco IOS, Motorola Canopy, Cellular Networks (i.e.: CDMA, GSM, LTE, WiMAX, HSPA) and IEEE 802.11 a/b/g/n/ac standards.
- **Microsoft:** Microsoft Office (Word, Excel, PowerPoint, Access, Outlook), Windows OS (XP, Vista, 7, Server 2003, Server 2008), Microsoft 365, Windows Mobile/Phone platform, Microsoft Project and FrontPage/Expression Web.
- **Apple:** Mac OS, iWork (Keynote, Pages, Numbers), iLife (GarageBand, iWeb, iMovie), Appleworks, iOS (iPhone/iPad) and iCloud.

Notable Achievements

- Assisted with the City of Quincy's \$3.3 million municipal fiber optic network and wireless Internet service provider rollout in 2003 known as NetQuincy.
- Advisor in City of Quincy's social responsibility initiative to place a computer in every home in 2004.
- Project manager assistant for multi-million dollar initiative to revamp technology infrastructure for the Gadsden County Board of County Commissioner's offices including county public libraries.
- Project manager in \$1 million initiative to incorporate new and innovative technologies into the Gadsden County Commissioner's Chamber and other countywide conference rooms.
- Lead technology initiative to provide Gadsden County Commissioners with paperless agenda with the use of Apple iPads. Included purchasing, initial setup, distributing and training.