



Kevin P Landreneau | 337-466-6533 | keviland.com  
1188 Victory Lane, Mamou, LA 70554

## Work History:

### **CBG Construction**

#### **Mamou, Louisiana**

*January 2021—May 2024*

Admin Asst/Office Manager; Carpenter's Helper  
Employee Payroll, Tax Compliance, General  
Office Duties; (this was a small company, and  
when there were no office duties to perform,  
I also helped the carpenter's as needed).

### **EnfoTek**

#### **Mamou, Louisiana**

*Network Administrator*

July 2007 – January 2021

Solution Planning and Implementation  
of Commercial and Residential Wired/Wireless  
Networks and Business Management Systems

### **WOW Technologies**

#### **Lafayette, Louisiana**

*Network Administrator*

January 2008 – August 2008

Service Level Agreement Maintenance of  
Commercial Computer Systems and Networks

### **Information Systems Solutions**

#### **Ville Platte, Louisiana**

*Network Administrator/Field Technician*

July 2006 – July 2007

Installation, Configuration, and Maintenance of Wired  
and Wireless Networks; Security; Personal and Business  
Workstations with Windows and Linux Operating Systems;  
General Repair; Helpdesk

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**Manuel Electronics**

**Mamou, Louisiana**

*IT Admin/Helpdesk*

*Temp/Contract*

August 2005 – August 2006

Web Design, Systems and LAN/WAN Support;  
OS Installation and Backup Management;  
Medical Office Management System Installation;  
General Computer Repair; Helpdesk

**Allen Parish School Board, IT Dept.**

**Oberlin, Louisiana**

*IT Admin/Helpdesk*

*Temp/Contract*

June 2004 – August 2004

Installation and Maintenance of LAN, WAN, WiLAN;  
Mass Installation of Windows Workstations; Helpdesk

**Physical Therapy Services of Church Point**

**Church Point, Louisiana**

*Office Assistant/IT Admin/Clinician's Assistant*

October 2003 – August 2004 (*second of two terms with this employer*)

Insurance/Medicare/Medicaid Billing, Transcription of Orthopedic and  
Clinical Dictaphone Notes, New Employee Training; Facilitating  
Patient Treatment Modalities & Performing Various Treatments Under  
The Direction of The Clinician.

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**Centennial Peaks Hospital  
Louisville, Colorado**

*Medical Clerk/Unit Secretary*

May 2002 – September 2003

Patient Chart Auditing, Transcribing Physician's Orders  
To The Medical Administration Record,  
Admitting and Discharging Patients, New Employee Training,  
Authored the Hospital Admission Procedural Guide and The  
Employee Procedural Handbook.

**New Horizons Treatment Center/Savoy Medical Center**

*1. Mental Health Technician*

*2. PBX Operator*

August 1999 – January 2001

Auditing Patient Charts, Phlebotomy, Material Manager;  
Operation of a 22 Line PBX with 400 Extensions

**Physical Therapy Services of Church Point  
Church Point, Louisiana**

*Office Assistant/IT Admin/Clinician's Assistant*

May 1996 – August 1999 (*first of two terms with this employer*)

Insurance/Medicare/Medicaid Billing, Transcription of Orthopedic and  
Clinical Dictaphone Notes, New Employee Training; Facilitating  
Patient Treatment Modalities & Performing Various Treatments Under  
The Direction of The Clinician.