

INFORMATION SYSTEMS / NETWORK ADMINISTRATOR
Proven Technical Expertise in a Career Spanning 6+ Years

I'm an experienced IT professional that desires to become the best network administrator your company has ever hired. I am seeking an employer with matching honesty, integrity and who is willing to reward loyalty, great performance with growth opportunities. I have "hands-on" experience in many skills.

IT Strategic Planning / IT Budgeting / Project Management / Hardware – Software Evaluation and Purchasing / Contract Negotiations / Vendor Relations

Professional Experience

Network Administrator, XXX Services Inc, Irvine CA

2001 – Present

Recruited at XXX to oversee all technological aspects of the company. XXX is a financial company serving as a third party marketer for banks, insurance companies and training of reps at our partner's branch offices. XXX also maintains a broker-dealer providing a clearinghouse for placement of trades and maintenance of accounts. This side of the company deals with highly sensitive data and security was a top priority. I oversaw the technology needs of 30+ people in the office and 6+ remote reps. the scope of my position was expansive and included design, installation, implementation, support, training and systems management. My duty outline included:

- LAN/WAN Network Services
- E-Mail Management
- Monitor the Backup / Recovery system
- Support for on-site and remote users
- Web/Internet Management
- Support and maintenance of phone system
- All Hardware/Software updates
- Database Administration

Key Projects & Achievements

- Directed the design and installation of our LAN infrastructure when the company moved to a new building
- Dramatically reduced IT expensed by reducing outside consultant work by at least 80 to 90% saving thousands to the company
- Able to completely document all of our systems when none existed
- Instrumental in designing, establishing and maintaining our corporate website
- When our company changed partners, I was able to efficiently adapt our systems and setup secure VPN's on time
- Consistently beat budget projections for the IT department
- Able to reduce IT hardware and software expenses by building relationships with vendors and getting better prices
- After a review of our communication system, I eliminated several lines and merged others to cut costs

Credit and Collections Supervisor, XXXX, Santa Ana CA 1995 - 2001

Started as a data-entry clerk and quickly promoted to handle credit and collections duties for the company. Responsible for collecting on current accounts using check payments and an electronic withdrawal system. Also maintained, serviced existing accounts and supported outside reps.

Key Projects & Achievements

- Over 70% reduction of unpaid/uncollected accounts
- Greatly reduced amount of reports for collecting efficiency
- Setup standards for checking on fraudulently used money orders

Stocking Clerk, Food 4 Less Inc. Anaheim, CA

1992 - 1995

Responsible for timely stocking, ordering and rotating of deli products

Education and Credentials

New Horizons Computer Learning Center – Santa Ana CA
- MCSE Certification Underway

Associated Technical College – Anaheim, CA
- Diploma in Telecommunications

Associated Technical College – Anaheim, CA
- Minor in Electronics

Technical Certifications

- **CompTIA A+**
- **CompTIA Network+**
- **MCSE (currently pursuing)**
- **CompTIA Security+ (currently pursuing)**

Recent Technical Training

Cal State Fullerton, Fullerton Campus CA
- Extended Education Course on Perimeter Security

Cal State Fullerton, Irvine Campus CA
- Extended Education Course on MS Access

Technical Organizations

- Member of IEEE / Computer Society