

Sample Résumé

Mary Jones
NETWORK ADMINISTRATOR
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EMPLOYMENT HISTORY

Years Experience: 9

ABC Consulting October 1998 - May 1999 **XYZ Link Solutions**

- Administered, installed and maintained Windows NT and Linux servers.
- Designed Web pages.
- Installed and maintained Solaris on a PC server.

XYZ Corporation 1997 to 1999 **Senior Network Administrator**

- Performed the duties of the deputy director of Technical Operations for the Central Office.
- Procured and installed the appropriate software and hardware for the editorial and advertising departments.
- Evaluated new Pagination and Productions system with QuarkXPress software for the editorial department.
- Designed, installed and maintained the Central Office Intranet and Internet Web sites and LAN servers residing on a Windows NT and HP UNIX platform.
- Supervised and managed Central Office Helpdesk that supports the Central Office editorial, marketing, finance and technical staffs.
- Serviced, managed and supervised the operation of the voice and data communications networks and local on-line network.
- Managed network planning, installed local and remote network hardware, operated the network service desk and security administration.
- Managed Local Area Network and Wide Area Network communication systems in all XYZ Corporation Theaters.
- Maintained and supported Cisco routers, 3com Hubs, Ascend MAX 4000 series, Livingston Postmaster 3 and 4 series and Adtran CSU/DSU series.

AB Information Systems Inc. 1995 to 1997 **Senior Systems Analyst/ Communication Engineer**

- Managed the Federal Highway Project Network systems and Ten Federal Highway CVISN and CVIEW Prototype Pilot States LAN systems.
- Designed, installed and maintained the International Fuel and Tax Association's (IFTA) IBM RISC 6000 DB2, WEB and LAN Servers residing on a Windows NT Platform.

- Supervised and managed ABIS's Help Support Center that supports the 10 Federal Highway CVISN and CVIEW Prototype Pilot States systems. In this capacity, performed the Installation and configuration of 40 Pilot States Servers and 100 Client workstations based on Windows NT and Windows 95.
- Served as Internet, Intranet and Extranet advisor for ABIS, including installation and management of T-1 and SMTP/POP3 communication servers for IFTA of Tempe, Arizona, and MODOT of Missouri.
- Supervised ABIS Exchange and Windows NT LAN Servers' performance, including ABIS WEB Server based on Microsoft Internet Information Server.
- Led six staff members in the installation of 300 Windows 95 workstations at the Department of Treasury's Office of Thrift and Supervision in Washington, D.C.

Smith & Smith, Inc. 1994 to 1995

Senior Operation Assistant

- Managed a staff of five Systems Administrators supporting over 500 remote and local Windows NT and Novell Users.
- Led the Novell NetWare and Microsoft Windows NT system administrators in migrating the firm's Banyan system to Microsoft Windows NT Platform.
- Handled the installation, configuration and troubleshooting of all personal computers on Microsoft Windows and Apple Macintosh platforms.
- Managed Lotus cc: Mail system with 78 remote users running on Windows NT server and 491 local users running on Novell NetWare 3.12.

X Solutions, Inc. 1993 to 1994

Senior Customer Service Engineer

Responsible for the efficient operations of all multi-vendor computers and peripherals at Government and customer sites in the Washington Metro Area. Sites included the White House and the Pentagon. This included installation, configuration and troubleshooting Panasonic and Epson LaserJet and Dot Matrix printers; and Everex and AGI personal computers attached to Novell Servers or as Novell Network Servers.

ABC Print Specialists 1992 to 1993

Customer Engineer

Managed the efficient operation of all multivendor computers and peripherals at Government and Private customer sites in Baltimore, Delaware and the Washington D.C. metro area. These systems consisted of HP Vectra personal computers, 700 and 2392 series terminals, HP 9000 Unix servers and workstations; Inkjet and LaserJet Printers.

AB Computers, Inc. 1990 to 1992

Senior Systems Technician

- Assembled and designed network systems based on Artisoft LANtastic, Banyan Vines, Novell NetWare and Microsoft LAN Manager.

- Maintained and repaired HP LaserJet and Inkjet Printers, Panasonic LaserJet and Dot Matrix Printers, IBM PC Compatible; Apple Macintosh workstations and SGI Indigo workstations belonging to local businesses, government agencies and Central Telephone Company (CENTEL).

SKILLS

- Hardware: Servers and Workstations.
- Skilled with the following corporate systems: IBM RISC 6000, Compaq Proliant Servers, PC Compatibles, Silicon Graphics Indigo, Sun SPARCstation, HP 9000 Unix Servers, HP NetServer series, HP 700 and 2392 series Terminals, Apple Power Macintosh G3 series, Dell PowerEdge Servers and Micron NetFrame Servers.
- WAN and LAN Equipment.
- Managed 100 pools of modems attached to DIGIboards and Equinox using Analog, ISDN and Frame Relay connections.
- Software: Network Operating Systems and Servers.
- Microsoft Windows Platform, Microsoft BackOffice, Novell NetWare 3.x, IBM OS/2, Linux, IBM AIX, SUN Solaris, SGI Irix, Artisoft LANtastic, Microsoft SQL Server, Sybase SQL Server, HP Unix and Apache Web Server.
- Compilers: Sun Java, Perl, Microsoft Visual Studio, Microsoft Visual C + + , Borland C + + Builder, Microsoft Basic and Borland Turbo Pascal.
- Applications: Microsoft Office Suite, Corel WordPerfect Suite, Lotus Smartsuite, CorelDraw, Corel Office Professional, Adobe PhotoShop, AutoCAD, QuarkXPress, Adobe PageMaker, Visio, Macromedia Fontographer, Paint Shop Pro, Adobe Illustrator, Adobe Acrobat and Microsoft FrontPage 98 and 2000.

EDUCATION

- West Virginia University of Technology, West Virginia, BS Electronics Engineering Technology, 1991.
- Microsoft Certified Systems Engineer Education Maryland, Microsoft Certified Systems Engineer, targeted completion date September 1999.
- Magic Solution University, New Jersey, Certified Support Magic Administrator, 1996.
- Microsoft Education Maryland, Microsoft Certified Systems Engineer Courses, 1995.
- Siemens Rolm CBX Education, Texas, Certified CBX Systems Administrator, 1994.

Security Clearance: Active Secret