TABLE FORMAT - SAMPLE RESUME

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OVERVIEW OF QUALIFICATIONS

- Twelve years of experience as IT Manager and System Administrator
- $950,000 in reduced cost savings through infrastructure and system management projects
- Contract management including Service Level Agreements and Managed Contractor Services
- Multi-million dollar budget development for IT infrastructure projects
- Creation of Strategic Planning Initiatives for technology hardware and application upgrades
- Increased system uptime and reliability to over 99 percent utilizing ITIL v3 methodologies
-

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EMPLOYMENT HISTORY

IT System Manager   Month/Year – Present
Center for XX, Steamboat Springs, CO

- **Management / Operations**
  - Manage all IT operations for over 250 users across multiple geographic sites
  - Work in conjunction with senior management and key stakeholders to align organizational objectives with leveraged technology solutions
  - Liaise with University IT operations as well as external vendors and service providers
  - Negotiate and direct all IT purchasing, including project specific hardware/software
- **Project Management**
  - Total realized savings in excess of $950,000 driven by system-wide project initiatives
  - Major upgrades of: engineering, research, office support computing infrastructure and software
  - Personnel/Service/System Realignment – applied innovative cost-saving business model
  - Backup System Replacement / Deployment
- **Security**
  - Produced system-wide security policies including: SSH, VPN, network and remote access
  - Antivirus/Antispyware/Intrusion Prevention Implementation
  - User Authentication and Federal security compliance Initiatives
- **Supervisory / Leadership Experience**
  - Manage full time IT staff as well as on site contract support personnel
  - Supervise full time employees

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TECHNOLOGY

Networking / Information Assurance:

Ethernet
Fast Ethernet
Gigabit Ethernet
TCP-IP
DHCP
RFID
DNS
Remote Access Service
Authentication / IdentiKey Integration
Smartphone Device Integration
SAN / NAS Storage

Applications:

VMWare – Infrastructure 3
Symantec EndPoint Protection
EMC Retrospect Backup
Nagios Infrastructure Monitoring
WiseTrack Asset Management/Tracking

OPERATING SYSTEMS:

Windows XP / Vista / 7
Windows Server 2003 / 2008
SUN Solaris 9 / 10
Certifications:

ITIL V3 Foundation Certification
VMWare Workstation 6 Certification

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Senior System Administrator   Month/Year - Month/Year

XX Management Company, Denver, Colorado

- Managed all IT system maintenance and administration for company/client financial systems
- Developed and directed SEC compliance initiatives for all Federal IT Finance Requirements; including Security, Y2K Federal audit compliance, and electronic record management
- Implemented direct attached RAID systems for mission critical financial system data
- Developed video/data conferencing system for branch office
- Successfully converted legacy DOS-based financial interface applications to newly implemented Windows-based financial management system

IT Specialist   Month/Year - Month/Year

XX Company, Denver, Colorado

- Provided technical support to users requiring email and security configuration
- Assisted with remote login configuration and access to University network data systems

EDUCATION

Master of Science, Computer Information Systems   Month/Year - Month/Year

XX College, Durango, Colorado

Masters studies focused on Data Communications, Network Design/Implementation/Management

Bachelor of Arts, Human Relations   Month/Year - Month/Year

XX University, Charlotte, North Carolina

PROFESSIONAL ASSOCIATIONS

Association for Information Systems – AIS

Institute of Electrical and Electronics Engineers – IEEE

Institute of Electrical and Electronics Engineers Computer Society – IEEECS

Association of Information Technology Professionals - AITP

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