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SUMMARY:

Strategic Planning, Intranet Design, Staff Development and Training, Software Analysis and Selection, Utilities Design, Installation Design, Equipment Purchasing, Web Design, Staff Supervision, and Budgeting.

OBJECTIVE:

A professional manager of information services position where technical experience and team building, initiative, and interpersonal skills will be used for maximizing network efficiency and promoting good user relations.

CERTIFICATIONS:

Microsoft Certified Systems Engineer, Certified Macromedia Flash MX Developer

EXPERIENCE:

LOCAL AREA NETWORK MANAGER – BFI INC.: 2003 to Present

- * Directed daily activities of 1 systems analyst, 2 programmers, and 1 technical writer.
- * Supervised upgrades and troubleshooting of Linux system.
- * Created web pages for company Intranet site.
- * Designed and implemented tape backup strategy.
- * Trained 30 staff in use of software packages, such as Access, Excel, Word, PowerPoint.
- * Programming languages: C++, JAVA, and HTML.
- * Controlled a \$125,000 annual equipment budget, and advised corporate staff on all data processing concerns.
- * Designed management information database.

MICROCOMPUTER SUPPORT SPECIALIST – BFI INDUSTRIES: 2000 to 2003

- * Installed and repaired hardware.
- * Installed and upgraded software.
- * Co-trained staff on new e-mail system with supervisor.

EDUCATION:

Bachelor of Science Dual Degree – 2000
Mathematics & Computer Science
University of Chicago, Chicago, Illinois