
JOHN Q. PUBLIC

johnq@hotmail.com

123 Main Street • Techtown, USA 12345
Home: 555-555-5555 • Mobile: 444-444-4444

NETWORK ADMINISTRATION

Innovative, results-driven Network Administrator with over 10 years of progressive hands-on experience in the planning and management of information systems, network infrastructure, and security. Demonstrated expertise providing project management, budgeting, forecasting, and business analysis. Proven ability to direct large application and equipment projects requiring coordination of multiple resources. Leverage wide-ranging talents in computer technology and staff leadership to effectively manage organizational change, mitigate risk, infuse new ideas, and deliver large-company capabilities on a small-company budget. Solid record of achievement building and aligning organizations with strategic IT business objectives to achieve dramatic bottom-line results



NETWORKING PROTOCOLS:	TCP/IP, T1, Frame relay, CDP, Ethernet, PPP, PPTP, STP, VTP, UDP, DNS, DHCP, FTP, TFTP, POP3, SSH, SMTP, DSL and Cable modems.
OPERATING SYSTEMS:	Microsoft Windows NT/2000/2003 Server, Windows 9x/NT/2000/XP Professional, Cisco IOS, Microsoft Windows Terminal Server 2003.
SOFTWARE:	Microsoft Exchange 5.5/2000/2003, Symantec AntiVirus Corporate/Enterprise Edition, Backup Exec, Ghost, iPrism –web filtering appliance, GWGuardian email spam filtering application, Netsensory Professional network monitoring application, Novell ConsoleOne, Barracuda web/spam filtering appliance.
HARDWARE:	Cisco routers, switches, wi-fi access points, PIX firewall, VPN, HP servers, desktops, tablets, aptops, Dell servers and desktops, Linksys router firewalls.

KEY PROFICIENCIES

Project Management	Network Security	Vendor Management
Budget Accountability	IP Policy Development	Systems Administration
Network Infrastructure	Strategic Technology Planning	System Migrations

PROFESSIONAL EXPERIENCE

TECHDYNE COMMUNICATIONS – Anytown, USA

SYSTEMS CONSULTANT / PROJECT MANAGER

1996 – 2007

Installed, maintained, and supported Windows 2000, 2003, XP, Windows Server 2003, and Terminal Services. Managed large Cisco network, encompassing over 40 locations. Analyzed and resolved complex issues, including slow performance and bottleneck issues. Ensured network stability and security, utilizing Symantec Antivirus. Performed backups and restores on critical servers. Provided pre- and post-sales technical support for all clients. Analyzed and recommended new technology solutions. Served as full lifecycle Project Manager for several projects, completing all tasks on-time and in-budget.

- Successfully designed and implemented Windows XP desktop configuration, utilizing Faronics Deep-Freeze for security and NetworkStreaming for support.
- Spearheaded the design and implementation of a student web-based distance learning project and home student courseware.
- Led project to replace all Cisco Routers and Switches at 40 locations.
- Directed installation of over 500 desktops at over 80 locations for The New York Public Library.

EDUCATION

Bachelor of Business Administration ▪ UltraTech College – Techtown, USA ▪ 2001
Diploma in Computer Technology ▪ Cyberdine Institute – Techtown, USA ▪ 1996