202 E Cypress St., Apt# 19
Glendale, CA 91205
Phone: 818-859-0391
Email: masis.garabedian@icloud.com
LinkedIn handle: masis-garabedian-124261122

Masis Garabedian

Highly qualified and analytical professional, with more than 6 years' experience in network administration, and implementation. Take pride in ability to effectively combine corporate objectives and values with personal and professional goals and work ethics.

PROFESSIONAL EXPERIENCE

Computer Physicians Inc. – Glendale, CA
System Network Administrator October 2012 – Present

▪ Provide first point of contact for all Information Systems queries and requests.
▪ Implement and manage hardware and software solutions to small-medium business clients.
▪ Manage a file server. Shares and folder permissions
▪ Create users accounts, emails, security groups, distribution groups in Active Directory and Exchange
▪ Troubleshoot application, network, system issues for clients
▪ General Help Desk Activities (Desktop Support, VOIP Phone Support)
▪ Deploy, maintain iOS and Android devices for clients.
▪ Implement and maintain MAC OS workstations
▪ Updated existing workstations
▪ Configured Symantec Antivirus servers for maintaining current virus definitions on workstations and servers
▪ Maintain Sonicwall firewalls for clients
▪ Plan, configure, and migrate to Microsoft Exchange environments to Office365
▪ Work in team to complete variety of projects
▪ Closely work with clients to analyze system requirements, needs and plan project and implement them.
▪ Deploy Logmein tool to manage clients workstations remotely
▪ Created and maintained backup strategies based on the client using: Barracuda, Intronis, Symantec
▪ Deploy network infrastructures using different switches: HP, Cisco, Ubquiti switches
▪ Analyze information to determine, recommend, and plan layout for type of computers, servers and peripheral equipment modifications.
▪ Responsible for creating and updating IT-related documentation (Policy manuals, Procedures manuals, Training manuals, Hardware/Software changes)
▪ Performed extensive product research and produced recommendations on new hardware

Freelance Graphic & Web Designer–Los Angeles, CA October 2011 – February 2015
Graphic and Web Designer

▪ Collaborate with clients to create vision, designs, and consistently meet deadlines and requirements
▪ Web design and development, Branding, Logo design, Illustrations & posters.
▪ Manage and coordinate graphic design projects from concept through completion.
▪ Design project presentation layouts, 3D Google Sketchup models, and Booklet covers.
▪ Coloring CAD drawings

Gulf House Engineering – Manama, Bahrain September 2009 – October 2011
Network Administrator

▪ Provide first point of contact for all Information Systems queries and requests.
▪ Manage a file server. Shares and folder permissions
▪ Create users accounts, emails, security groups, distribution groups in Active Directory and Exchange
▪ Troubleshoot application, network, system issues for clients
▪ General Help Desk Activities (Desktop Support, VOIP Phone Support)
▪ Performed extensive product research and produced recommendations on new hardware
▪ Updated existing workstations
▪ Developed a proper Active Directory Network

TECHNICAL SKILLS

Operating System/Software : Windows 10, MacOS, iOS, Android, Microsoft Exchange 2007/2010, Microsoft Server Family (2003, 2008, 2012) Advanced knowledge of Microsoft Office Suite (Excel, Word, Access, and PowerPoint).
Programming R, Python, HTML & CSS, JavaScript, C#, C++, MySQL, PHP
UX Sketch, InVision, Adobe xD, Tableau, Adobe Photoshop CS6, Adobe Illustrator CS6, Adobe Flash CS4, Adobe Dreamweaver CS4, Adobe Muse, Google Sketch Up, AutoCAD 2007, Revit 2015, Adobe Acrobat 9

CERTIFICATION

User Experience Research – University of Michigan (2019)
Data Science – University of California Los Angeles (2018)
User Experience – General Assembly (2017)
Symantec Endpoint Sales Expert – Symantec (2012)

EDUCATION
University of Technology - Iraq
Bachelors of Science (BS) – Computer Engineering and Information Technology `09