**Robert D Collins**  
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**Summary**

Seasoned systems administration professional with an IT security masters education, federal government background, and DoD secret security clearance.  Superb customer relations skills including over a year of agile project management. Seeking to continue to support hardware and users in a Windows environment.

**Formal Education**

* Masters of Professional Studies: Homeland Security / Computer Forensics (Including Post Graduate Classes in Project Management) -- Pennsylvania State University
* Post Graduate Certificate in Network Security -- Pennsylvania State University
* Bachelor of Science: Network Security -- University of Phoenix

**Professional Accomplishments:**

**Windows Systems Administration**

* Managed and administered Windows/Linux systems – Performed periodic maintenance and provide technical support.
* Imaged and managed the deployment of new system operating systems, merging with an active network and operational unit.
* Proactively identified and decommissioned unused and obsolete hardware resources reducing operational costs by nearly $100,000 annually
* Troubleshot and maintained RFID proximity systems through PLC identification and programming
* Installed, patched, troubleshot, and integrated hardware and software components into a functional system.
* Administrated Active Directory, Group Policy, McAfee, firewall/packet filter and networking.

**IT Project Management**

* Assistant project manager (GS-11) in charge of development of a new chemicals database written and created by SAIC. Coordinated communications between agency officials and contractors.
* Used Project and Milestones to maintain Agile project management schedules and techniques.
* Maintained and installed posts and meeting schedules as the SharePoint administrator. Created spreadsheets with Excel.

**Network Security**

* Modified and upgraded devices using Splunk and GPOs in a secured DoD environment to reflect acceptable SCAP scores.
* Imaged and configured secured environments, VPN Internet connectivity of virtualized server environment and clients.
* Installed and activated Audit Archive to monitor and verify access points on workstations and servers
* Maintained security of chemical and financial databases by monitoring inquiries and probes daily, and counteracting by updating antivirus and firewall software.
* Administered access security for hardware and software, using active directory and enterprise software, for both log on and email services.
* Secured and backed up all legal recordings using tape drives, encrypted CD’s and checkpoint disk encryption.

**Employment History**

**The Boeing Company,** Seattle, Wa 2018-2020

**The Environmental Protection Agency,** Washington D.C. 2015-2017

**Social Security Administration,** Washington D.C. 2012-2015

**U. S. Navy Veteran** 11+ years