### Jake R. Girard

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Skilled Tier 3 Systems & Network Engineer with experience providing comprehensive technical support to end-users and internal teams in a variety of fields including manufacturing, medical, food service, and financial. Seeking an opportunity which builds and utilizes these skills, ideally focusing on Systems and Network Administration.

Upserve August 2019 – Current

## Providence, RI

### Technical Operations Engineer

- Key networking resource for support, sales, and account management teams, providing ad-hoc assistance for advanced networking configurations at client sites.
  - Assisting with solutions validation to ensure clients have the best experience possible with Upserve.
- Subject matter expert on all Upserve products. (Upserve POS, KDS, Networking, etc.)
  - Assist in improving documentation across the board for internal and external knowledge bases
- Liaison between support team members and product / engineering team in regards to bugs, feature requests, and overall UX.
  - Writing JIRA tickets, managing customer communications, etc.
- Assist in developing and improving a support Chatbot to decrease support volume and improve customer support experience.
- Worked closely on a field-service project traveling around the country to provide in-person support for a new product release.

# IT Support RI North Smithfield, RI

September 2016 - August 2019

### Systems Engineer – Tier 3

- Assist in maintenance of Windows server 2008, 2012, and 2016 systems, including Active Directory, DHCP, print services, file sharing, FTP, DNS, and SQL management.
- Extensive working knowledge of network cabling, structuring, termination, and certification.
- Perform maintenance and configuration for network hardware such as SonicWALL firewalls, Access Points, switches, printers, cameras, workstations, servers, etc.
- Managed day to day client relations as well as ensuring that high-level client specific software and hardware is operating correctly.
- Adept at interacting with owners of small to medium size businesses, in house IT Departments and all employees.

## Support Engineer - Tier 1 & 2

- Support all account end-users, managing an average of 18 tickets per day and 20 phone contacts.
- Provide solutions to issues involved with a variety of software, VOIP, security, printers, servers, and user hardware.
- Provide first level support to clients to diagnose and resolve issues, escalating to senior team members where required.

### Retail Store Manager

- Responsible for day to day store opening and closing.
- Train and manage two residential bench desk employees.
- Sell and manage over 600 monthly user agreements, maintaining database of credit cards for reoccurring charges and contacting deactivated clients to reenlist.

#### Bench Desk Technician

- Understand a customer's need and sell hardware and software that will best serve their needs.
- Test applications and systems, backup data and communicate the best method of resolving issues to the customer.

**Education:** CompTIA Network+ Certification

January 2019 November 2018 June 2016

CompTIA A+ Certification
North Smithfield High School

Software: JIRA, DataDog, SumoLogic, EloView, Meraki Suite, SonicWALL Firewalls, Unifi, Grandstream, VOIP Systems, VMWare ESXi,

Windows Server, Linux, Networking, Office 365, Google Apps

Activities: Boy Scouts of America – Eagle Scout January 2015

Outside of work I enjoy sailing, hiking, and I am an avid car & motorcycle enthusiast