Nigel Dumont IT Analyst

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Chicago, IL

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Hello!

I've put together a small presentation displaying my workflow an IT Analyst.

Enjoy.

Nigel Dumont

IT Specialist / Chicago, Illinois Contact: <u>dumontniqel@qmail.com</u>

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Work History

IT Service Delivery Analyst Greenthumb Industries LLC

Chicago, IL - Hybrid May 2022 - Present

- Provided Tier 2/3 technical support for 4,000+ end users, resolving complex issues across desktops, VoIP phones, printers, software applications, and networks; supervised a team of Tier 1 helodesk agents to ensure high service quality and outsomer satisfaction.
- Managed vendor relationships and coordinated procurement, ensuring seamless integration of hardware and software solutions to meet business needs.
- Served as Microsoft 365/Azure Administrator, managing user accounts, permissions, and licenses: facilitated new hire onboarding, user provisioning, and cloud resource management.
- Implemented and maintained cloud-based print and telecom systems (Xerox Cloud Print, Switchvox VoIP Cloud), improving system performance and reliability.
- Authored and developed IT Knowledge Base articles, reducing ticket volume by streamlining Tier
 1 support workflows and enabling quicker resolution of recurring issues.
- Led the deployment and configuration of VoIP/telecom systems across corporate and retail locations, enhancing communication capabilities and system scalability.
- Collaborated with networking and field operations teams to integrate IT solutions, including port activations, VLAN assignments, IP whitelisting, and software updates, optimizing infrastructure performance and uptime.
- Diagnosed and resolved technical issues with minimal downtime, ensuring service continuity and adherence to SLAs.

Operations Associate Farfetch

Chicago, IL - Onsite Sep 2020 - May 2022

- Led and optimized warehouse operations by implementing efficient inventory management systems, improving accuracy by 15%, and reducing order fulfillment time by 20%, ensuring timely shipment and delivery of goods.
- Managed cross-functional teams and coordinated daily operations, including shipping, receiving, and inventory control, while maintaining strict adherence to safety and compliance protocols, resulting in zero workolace incidents.
- Developed and streamlined operational processes, including automated reporting and real-time inventory tracking, which increased productivity by 25% and reduced inventory discrepancies by 30%
- Collaborated with procurement, logistics, and sales departments to ensure seamless integration
 of supply chain operations, leading to improved supplier relationships and a 10% reduction in
 supply chain costs.

IT Support Technician Lyric Opera House Ωf Chicago

Chicago, IL - Onsite Feb 2020 - Sep 2022

- Provided comprehensive technical support to 400+ employees in a hybrid Google Cloud and Microsoft 305 environment, ensuring seamless access to cloud-based applications, email, and collaboration tools.
- Facilitated the transition to remote work during the COVID-19 outbreak by implementing secure VPN solutions, troubleshooting connectivity issues, and configuring remote desktops, enabling 100% of staff to work efficiently from home.
- Administered user accounts and permissions within Google Workspace and Office 385, ensuring proper data access, security protocols, and ongoing support for remote and on-site staff.

Customer Service Specialist Uber Technologies

Chicago, IL - Onsite Aug 2016 - Mar 2017

- Provided exceptional support to Uber drivers by leveraging in-house Apple software, resolving technical issues, and ensuring seamless app functionality to enhance driver experience and satisfaction
- Utilized Jira and Zendesk for efficient ticket tracking and escalations, managing a high volume of inquiries while maintaining an average resolution time of under 24 hours, improving overall support efficiency.
- Conducted training sessions for new drivers, educating them on Uber policies, app features, and best practices, resulting in a 30% increase in driver onboarding efficiency and reduced support tickets related to onboarding issues.

Front End Designer Modest Skateshop

Forest Park, IL - Onsite

Nov 2016 - Feb 2017

- Developed and deployed a fully functional eCommerce website, integrating secure payment gateways and optimizing the user experience.
- Implemented a secure SoHo (Small Office/Home Office) network, enhancing security protocols
 and ensuring reliable network connectivity across the building.
- Utilized various tools and platforms including Adobe Dreamweaver, Adobe Illustrator, Adobe
 Photoshop for design and front-end development, and Excel, Outlook, Google Drive for project
 management.
- Built and oustomized websites using Squarespace, Wix, and WordPress, ensuring mobile responsiveness and SEO optimization.

Lead Graphic Designer Coding While Black

Chicago, IL - Hybrid Jan 2016 - Oct 2016

- Designed and launched a fully functional website for Coding While Black, a nonprofit dedicated to bridging the gap between technology and inner-city communities.
- Led the rebranding efforts, including the creation of new logos and brand assets for use across
 multi-media platforms, ensuring consistent visual identity.
- Managed ongoing website maintenance and content updates to enhance site functionality and user engagement.

 Utilized WordPress for website development, Asana for project management, and tools like Adobe Dreamweaver and illustrator for design tasks. Collaborated with stakeholders via Zoom and Skypt to ensure project alignment.

Front End Dev Bootcamp I.C Stars* "Inner City Stars"

Chicago, IL - Onsite

Aug 2015 - Dec 2015

- Selected to participate in a 6-month coding boot camp organized by I.C. Stars, in collaboration with UPS and TeamCare HealthCare Services.
- Led a team of four in the development of a beta mobile application for UPS workers, enabling
 access to their medical records through the app.
- Served as Lead Developer, overseeing the design and development process, from wireframing to
 implementation, ensuring functionality and usability.
- Application placed second in the competition, receiving an honorable mention for best-looking wireframe and user interface design.
- Utilized tools and languages including GitHub, SublimeText, Excel, PowerPoint, HTML5, CSS3, JavaScript, and SQL to build and present the project.

Retail Employee / Frontdesk AE Computers

Berwyn, IL - Onsite

Jun 2014 - Dec 2014

- Diagnosed and resolved technical issues on both Windows and Macintosh Operating Systems, ensuring smooth functionality and user satisfaction.
- Performed hardware reinstallation and data backup as needed, maintaining system integrity and minimizing downtime.
- Managed inventory tracking of used parts using Excel, ensuring accurate record-keeping and timely restocking of supplies.
- Handled the sale of parts online, assisting in the recycling and disposal of old equipment in compliance with company policies and environmental regulations.
- Provided phone support and customer service in the absence of the manager, ensuring consistent communication and problem resolution.

Education / Certifications

Google IT Support Certificate Google

June 2020

Cisco CCENT Cisco Network Academy Mar 2017

What can I bring to the table?

Industry Expertise and Knowledge – Strong understanding of internal systems and industry-specific software. AD, M365, ServiceNow, Networking fundamentals/protocols, ticket lifecycles, etc.

Adaptability/Flexibility – Have proven in my career that I cam provide both onsite/remote support on a 24/7 – 365 type basis, as well as different location types. (Warehouses, Retail Stores, Offices)

Career Growth & Commitment – Progressed from retail customer support to a high level IT Analyst with certifications in Cisco. Comp TIA, and Google. Over 6+ years in IT and continuing to grow.

Compliance & SOC Knowledge – Familiar with regulatory requirements and standards.

IT Service Management Software/Services





Freshservice, JIRA, Zendesk – Ticketing incident management software

Bitwarden – password management software

365 Admin – Corporate/Enterprise accounts

Meraki – GTI retail internet/networking hardware connectivity software

Solarwinds – Similar to Meraki, just a different platform

Teams Admin center – Used to monitor and administer our teams VOIP lines

Azure Admin – managers users group policy, etc

Dutchie – retail P2S system

Connectwise – Endpoint/Remote sessions

Uniflow – Print Management Server

Manage Engine – Endpoint/hardware monitoring

FM Audit - Xerox Print Server

Canon Admin CSA – Canon Admin Portal

Xerox Device Audit – Xerox Device Management

Digium Portal – Phone system management

Amazon Poly - Voicemail Setup for certain phone instances

Adobe Admin Center – Manages all of our Adobe Users and Products













Remote

Phone Hardware/System Monitoring – Collaborate with retail staff to assess outdated hardware for replacement, troubleshoot internet outages, and ensure phone functionality, including inbound and outbound calling.

Printer Hardware/System Monitoring – Verify VLAN,DNS, and SMTP configurations for staff's "Scan to Email" functionality, ensure device uptime and network connectivity for reporting, and coordinate with vendors such as ProvenIT, Xerox, and Canon for support. Monitor device and network configurations via Meraki and Solarwinds.

Hardware Movement/Offline Devices – Track and manage printer and phone relocations, as well as offline devices. All devices, whether phones or printers, are traceable, allowing us to proactively address incoming tickets.

Software Troubleshooting – Provide support for applications like Excel, Dutchie, Microsoft Apps, and more.

HQ/Onsite

Technical Support & Coverage – Provide IT support three days a week.

Server Room Monitoring – Maintain UPS systems and modems to ensure proper functionality.

Access Point (AP) Monitoring – Oversee and manage network access points for consistent connectivity.

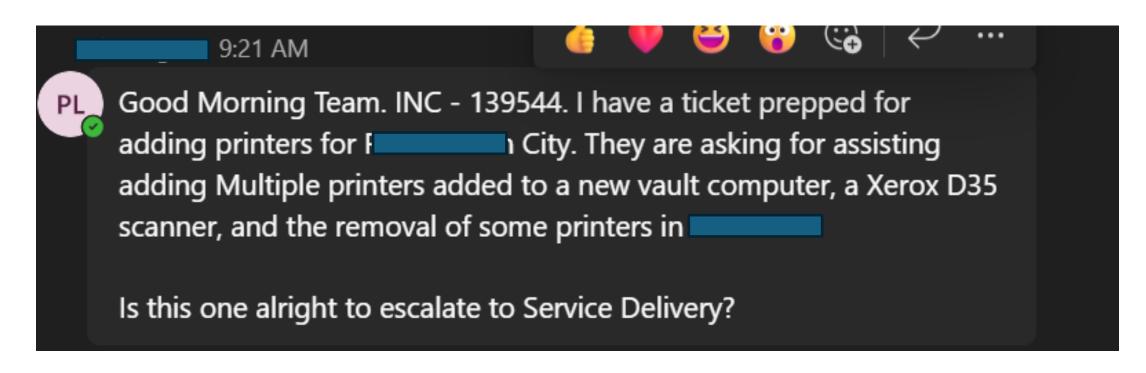
Conference Room Maintenance – Ordered and installed two new panels, reconfigured multiple rooms, and transitioned support from an outsourced vendor to in-house management.

Office Organization – Ensure all desks are equipped with monitors and essential peripherals such as mice, keyboards, and cables.

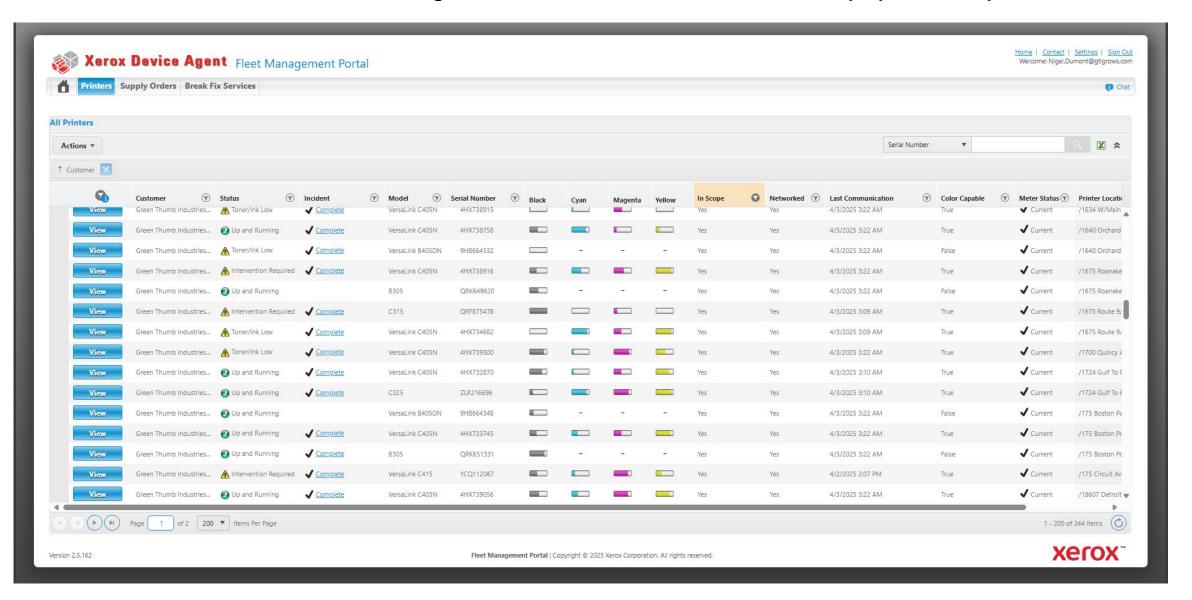
Hardware Maintenance – Regularly inspect and maintain office equipment, including TVs, projectors, access points, printers, and phones, to keep everything in working order.

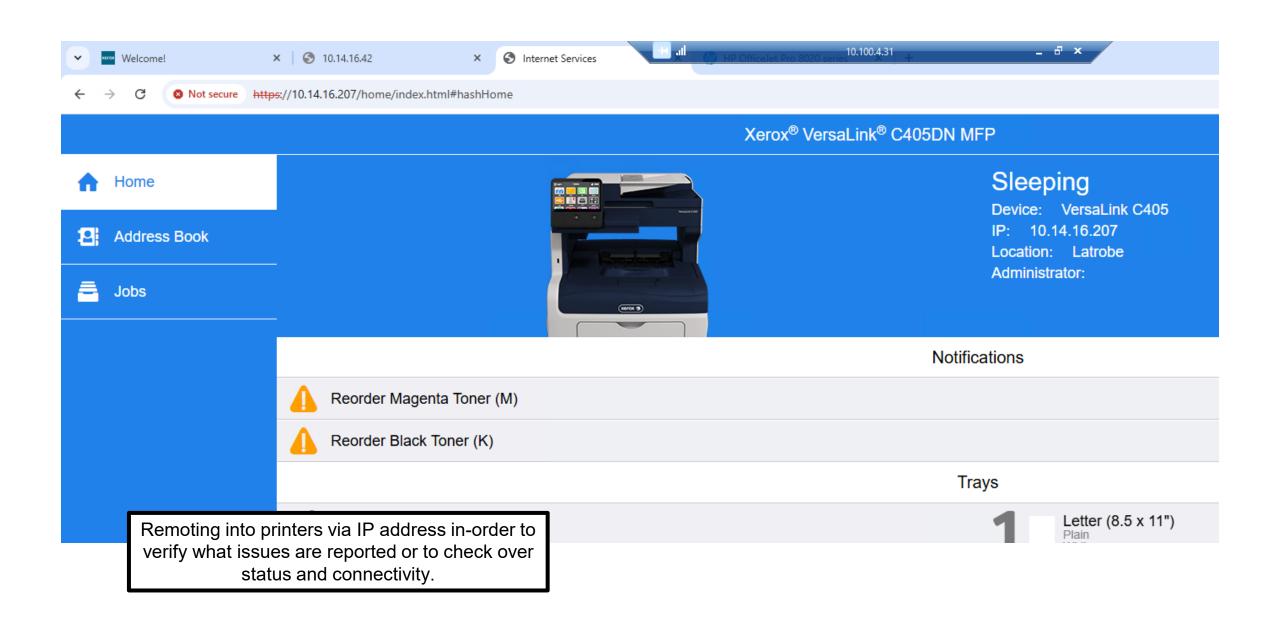
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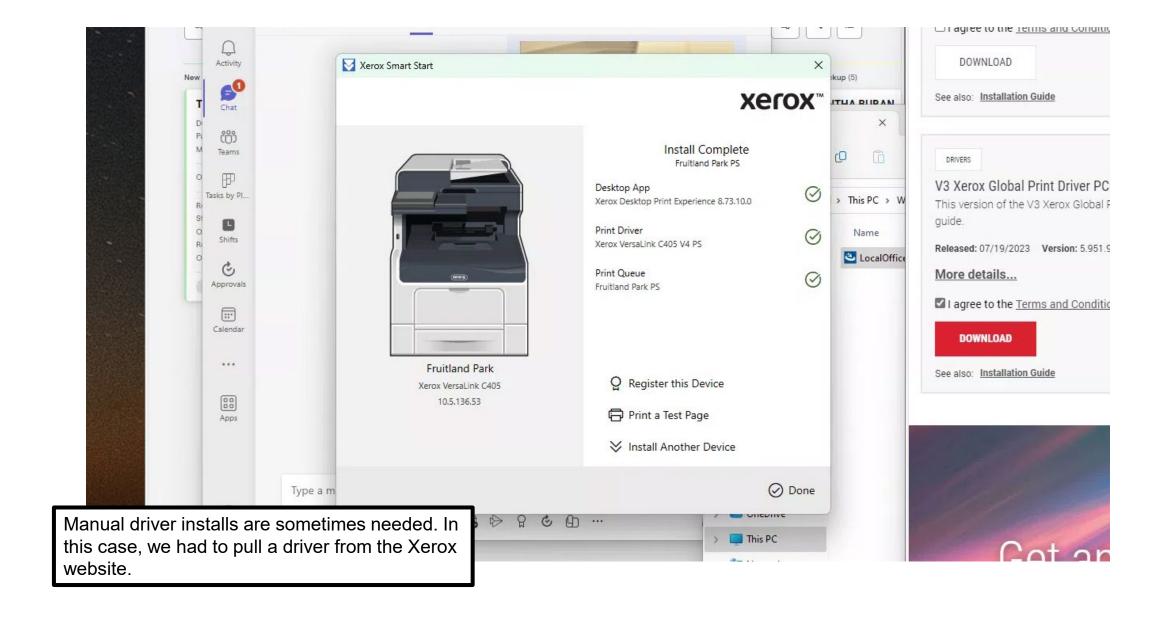
I handled all ticket escalations and requests from Tier 1 and 2 as needed. After assessing the problem, we determine the best course of action for resolution.



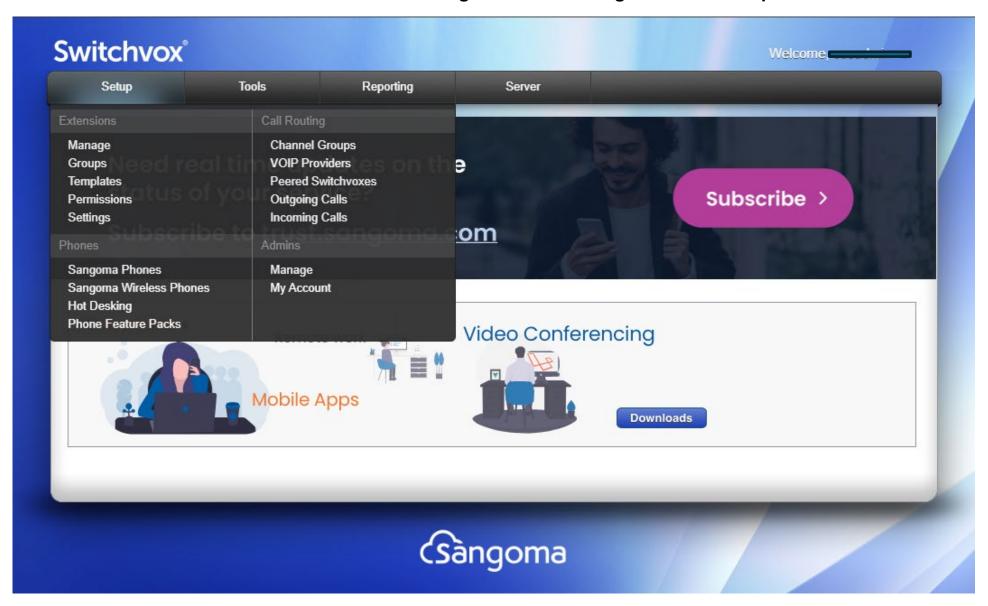
Printer Hardware & Software Management via our Xerox Portal in order to ensure proper device uptime.

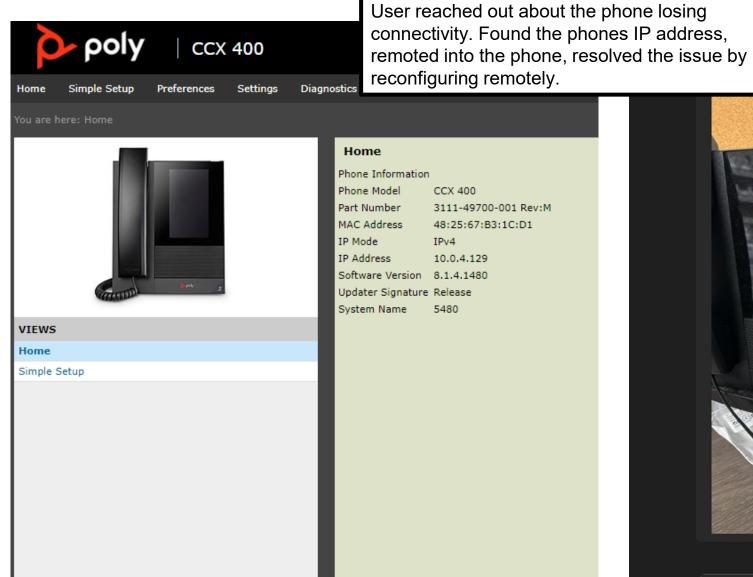


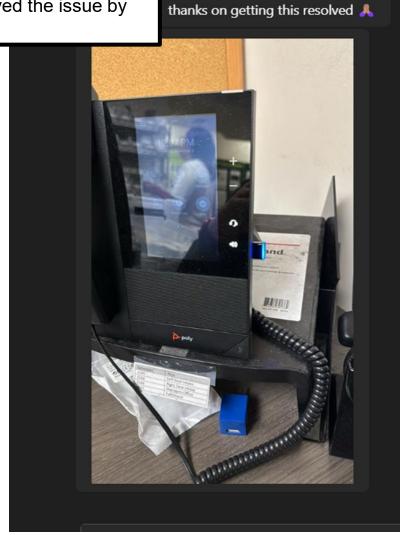




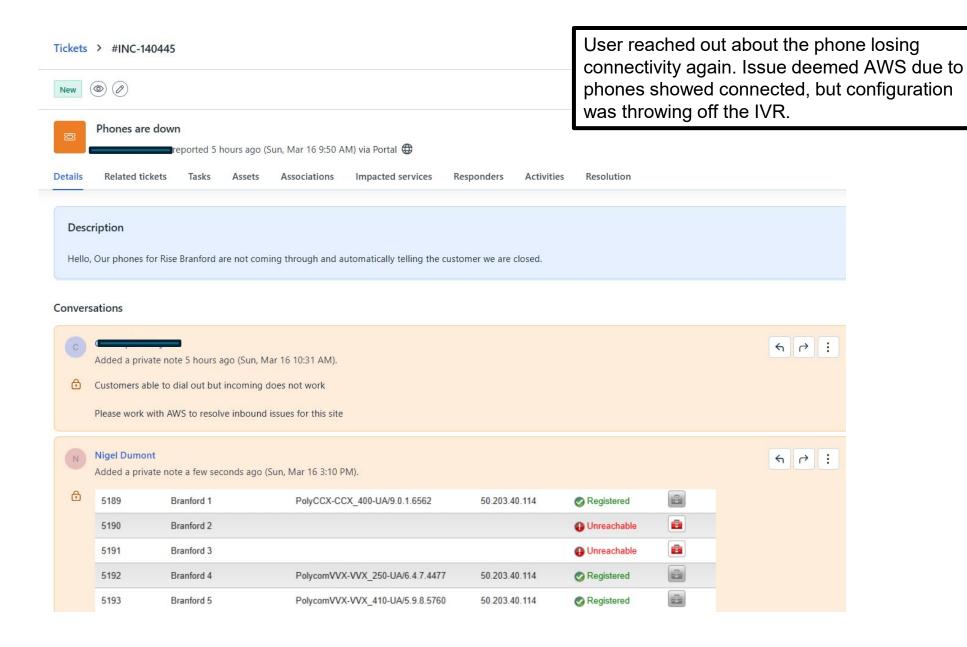
VOIP Hardware / Software Management via our Digium Switchvox portal







11:07 AM



Breakdown of our phone management portal. We can track phone names, connectivity, hardware type, call logs, etc.

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Actions

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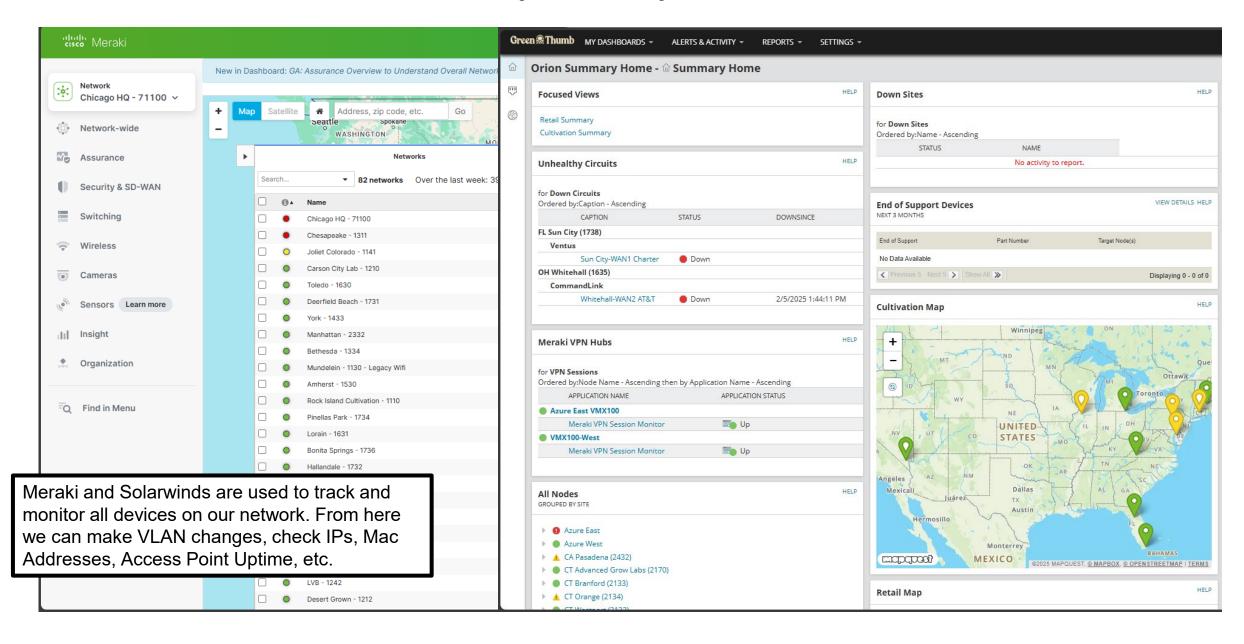
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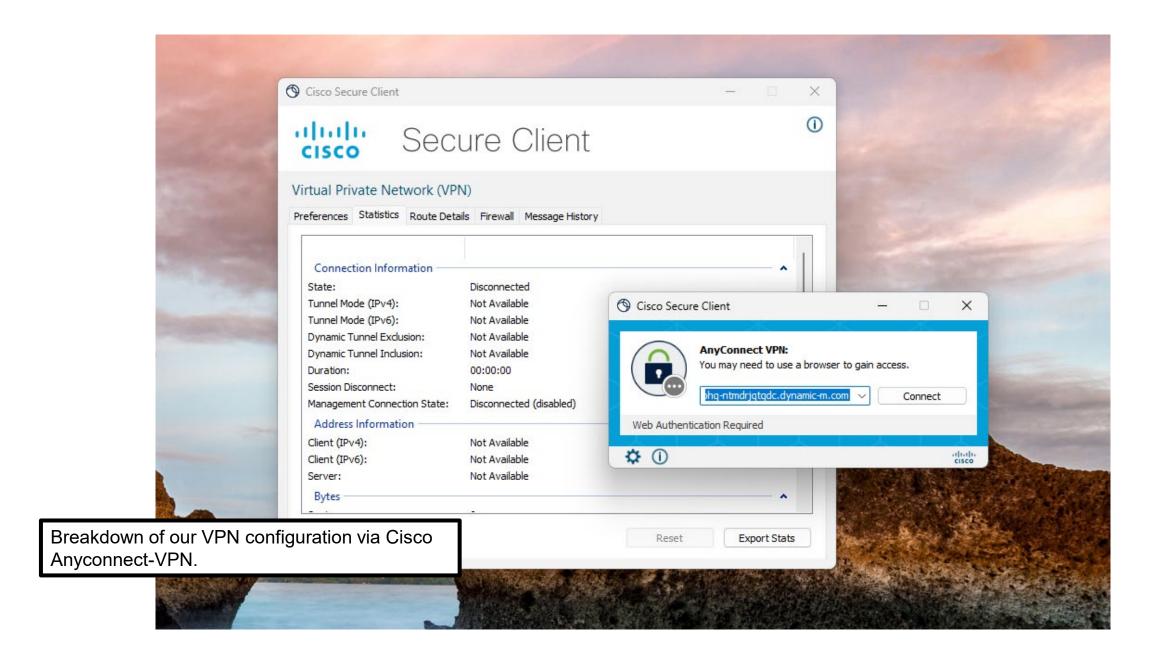
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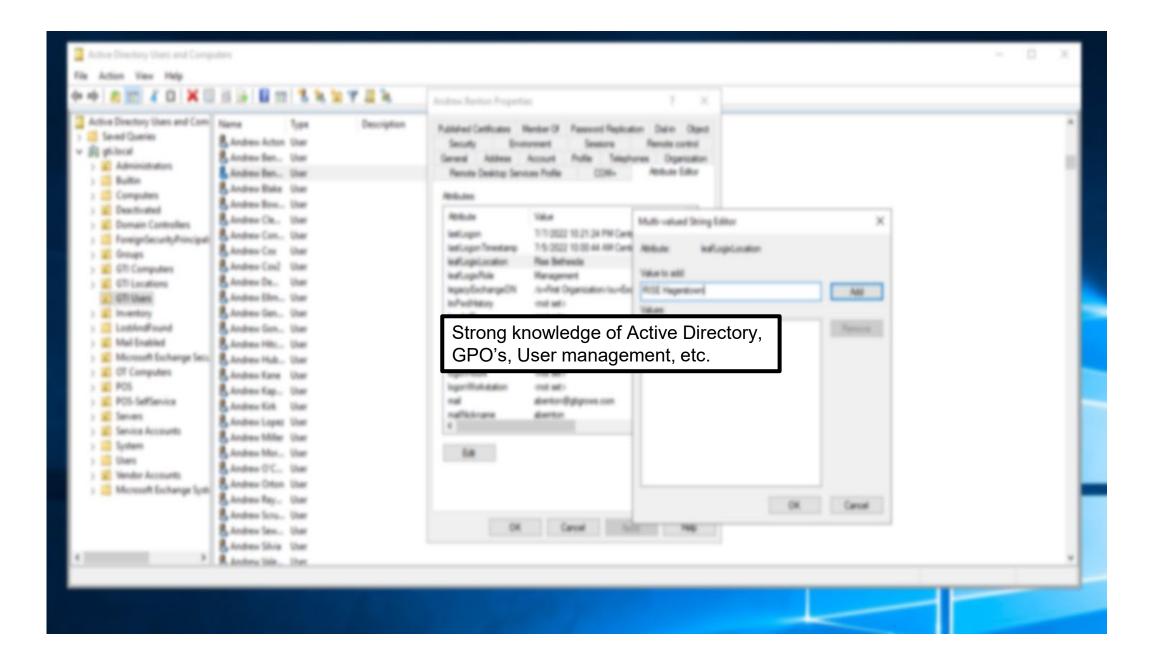
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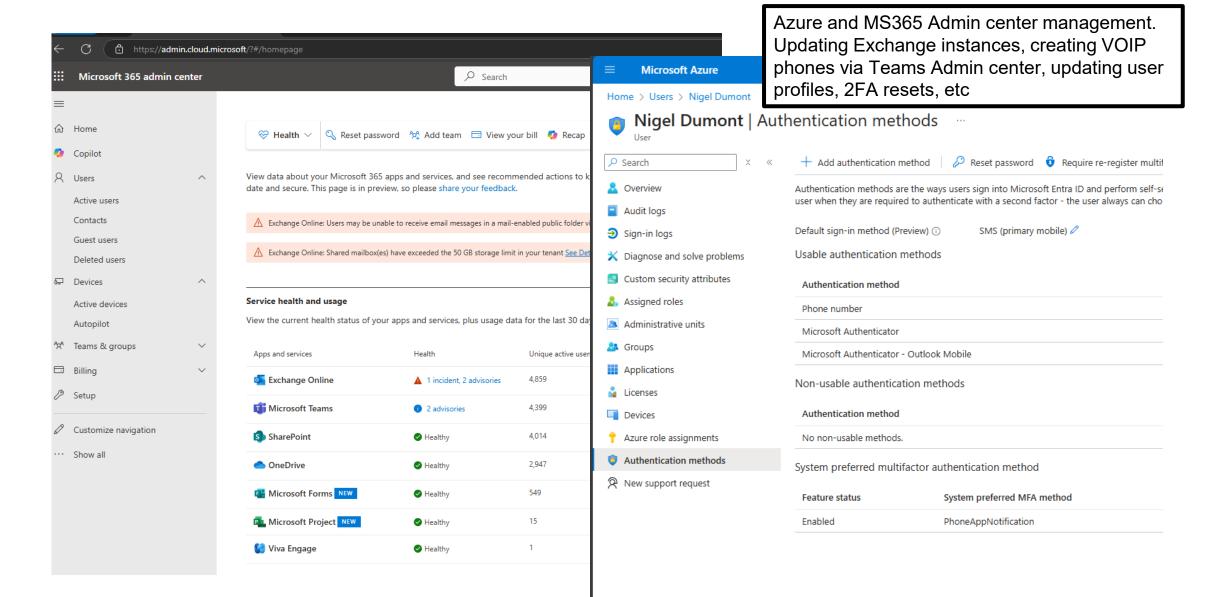
Network, Device Monitoring, and VPN configurations via Meraki and Solarwinds



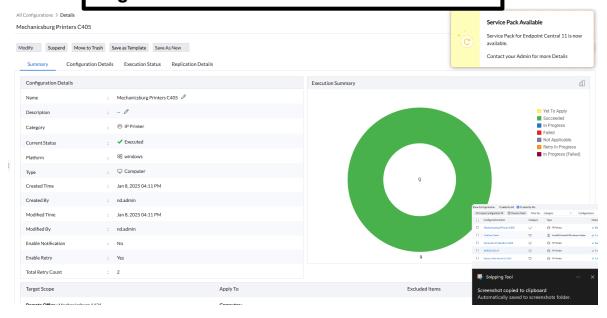


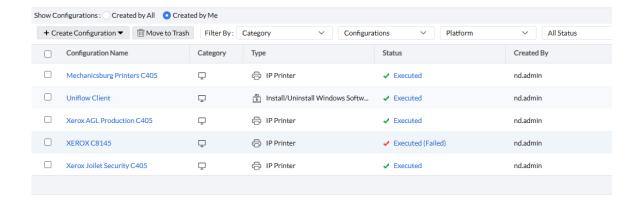


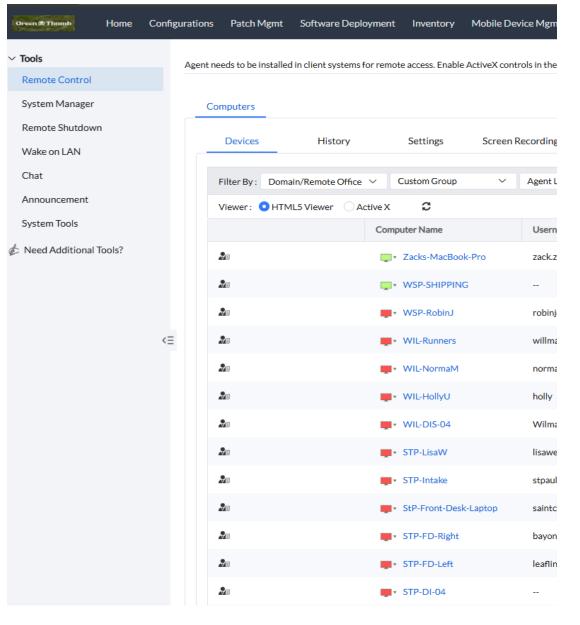




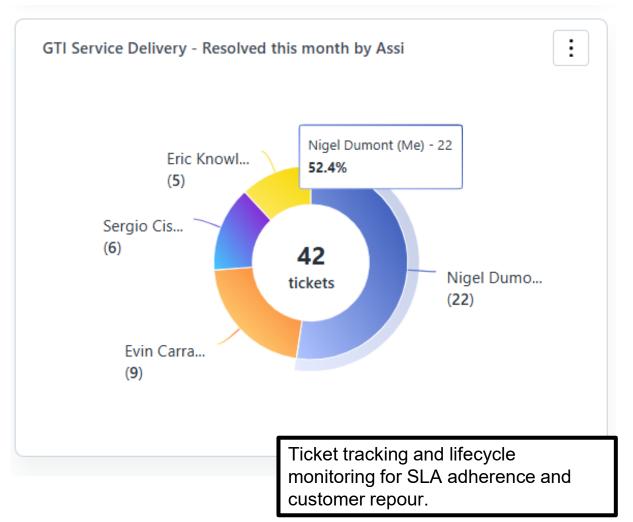
Experienced in managing assets, creating configurations, pushing drivers, software, etc. This particular software is called **Manage Engine.**

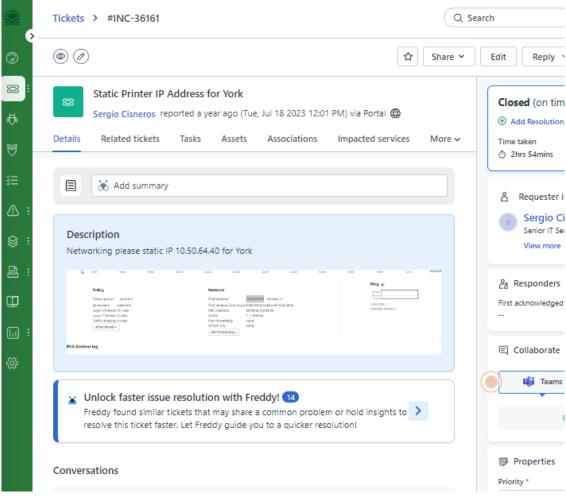






Ticket Lifecycle / Management





Ticket Lifecycle / Management

