

IT Security Administrator IT Security Administrator Edmond, OK Seeking a challenging position, utilizing abilities developed through years of IT experience and education, with the opportunity for professional growth Authorized to work in the US for any employer Work Experience IT Security Administrator Hertz May 2014 to Present with risk assessments and security briefings to advise them of critical issues that may affect customer or corporate security objectives. Ensure business continuity plan is in place and adhered to. Ensure requests conform to the documented processes.

Document all changes to system security for auditing purposes. Maintains user accounts in secondary systems. Approving system access Globally Role Based Matrix(Job Roles) IT Support State of Ok Rattan Consulting January 2014 to May 2014 Window XP upgrades to Windows 7 IT Specialist II PC\Lan Team - King of Prussia, PA October 2011 to October 2013 Maintenance, installation, support of the PC devices Provide instruction and assistance to users in the proper function of PC's. Software installs Hardware renewals Remote desktop to off-site Locations Window 7 upgrades Created AD users and security rights Email accounts in Outlook

Traveled around US to help with hospital conversions, updating end user equipment CA Unicenter software Sr IT Specialist Hamm Management July 2007 to October 2011 Maintenance, installation, support of the PC devices Provide instruction and assistance to users in the proper function of PC's. Managed cellphones Ordered desktop and laptops(Dell), Printers Setup preconfigured Firewalls to new Oil Field yards(Cisco) Ensured users in proper security groups Created network shares on drives and set permissions Enabled and disabled users within AD Traveled to remote locations to troubleshoot network connection, desktop, laptops, mobile devices Basic VOIP telephone system, ( Mostly phone situations) Senior Tech Dell, Inc November 2006 to July 2007 Provided support for personal computer software Helpdesk Calls Remote desktop to off-sites Assigned helpdesk tickets to appropriate IT group within Healthcare facility Systems Engineer Oklahoma County January 2006 to July 2006 Troubleshooting problems with servers, workstations, and telephone system. Software and hardware troubleshooting Printer setups Desktop Analyst St Mary's Regional Medical Center June 2000 to June 2005 Software and hardware troubleshooting Lotus Notes Administrator, also taught classes to new users Analyst

Dumac Business Systems, Inc. - Edmond, OK July 2016 Education Associates in Information Technology Oklahoma State University June 2007 to June 2009 Certifications/Licenses Microsoft Certified Professional A valid IT Specialist certification

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