

I.T. Specialist I.T. Specialist I.T. Specialist - Landing Gear Technologies Sunny Isles Beach, FL I have accrued eight years of experience in Information Technology. I've provided leadership and hands-on management to maintain, operate, and expand enterprise technology and information services while providing vision, problem anticipation, and problem-solving solutions. I act as a liaison between technology and the Senior Management vision. The measure of success is clear: dollars tied to business outcomes, the capitalization of in-house talent and the identification of key outside experts. I'm passionate about business' performance and how technology makes an impact on them, I like driving specific, measurable goals. My intent is to dedicate my time and energy to a vibrant organization, with a powerful sense of purpose and led by values and principles in a high-performance climate. I am currently working for MBD Development, a family company with a focus on building and operating hotels. We recently completed a new hotel with the latest in technology which I was directly responsible for. Authorized to work in the US for any employer Work Experience I.T. Specialist Landing Gear Technologies - Hialeah, FL May 2018 to Present Managed I.T Servers and Workstations for 78 Employee. Managed Hyper-V Virtual Machines. Azure/Altaro internal/off-site Backups. Upgrading/troubleshooting MRO Quantum Software and debugging errors with Component Control. Developed project plans, schedules, and budgets by using tools such as MS Project. Assisted the CFO and accounting department with QuickBooks upgrade and transition to Quantum. Report any issues or delays and managed the schedule to meet objectives. Managed third party vendor development timelines. Liaison between Business units, Vendors, and IT areas. Communicated and resolved issues in a timely manner. Helped setting up Group Policies and setting up Active Directory. Managed Fortinet Firewall and setup FSSO & LDAP within the FortiGate technology matching the Active Directory. I.T. Project Manager MB Development - Surfside, FL February 2013 to May 2018 Lead the technology planning and execution of projects to build three hotels. Scheduled and facilitated business requirements. Executed IT projects through Waterfall methodology. Developed project plans, schedules, and budgets by using tools such as MS Project and BIM server. Determined required project resources. Managed all project phases including testing and quality assurance. Report any

issues or delays and managed the schedule to meet objectives. Managed third party vendor development timelines. Documented and coordinated escalation procedures. Liaison between Business units, Vendors, and IT areas. Communicated and resolved issues in a timely manner.

I.T. Manager Grand Beach Hotel - Miami, FL January 2012 to February 2013 Managed the I.T. department for a 430-room hotel. Lead and mentored three computer technicians. Maintained business applications. Responsible for EDI exchange between systems. Maintain IPTV infrastructures within Hotel sites. Set up & deployed access control system throughout rooms and hotel for guest and employee access. Responsible for all IT/AV vendor relationships regarding and onsite maintenance of equipment. Developed documentation of all systems and performed quarterly audits. Coordination and management of upgrades, migrations, installations and changes. Management of routine maintenance to ensure highest levels of uptime across all system and applications. Additional non-managerial experience available upon request.

Education Bachelor in Information Technology in Information Technology Strayer University 2014 Associates Florida Career College 2011 Skills Word, Strategic Planning, training, retail sales, budget

Certifications/Licenses Driver's License

Name: Janice Frost

Email: ashley43@example.org

Phone: 629.863.8286x221