

Systems Administrator Systems Administrator Kingsville, MD 1) To obtain a position that provides the opportunity to expand my knowledge in both the cyber security and information technology fields.

Work Experience Systems Administrator Leidos - Aberdeen, MD June 2017 to Present

- Set up user accounts and workstations
- Troubleshoot issues and outages
- Ensure security through access controls, backups and firewalls
- Upgrade systems with new releases and models
- Install and configure software and hardware
- Create and implement Standard Operating Procedures (SOPs)
- Assess hardware/software needs and obtain necessary licenses and resources
- Install and configure the Distributed Common Ground System - Army (DCGS-A) software
- Create and maintain system baselines
- Deploy and configure Windows based Domain Controllers
- Install and configure ESXi hosts and virtual machines (Linux and Windows)
- Configure and manage RHEL 6 systems
- Configure and manage Windows Server 2008/2012/2016 systems
- Upgrade hardware and software as needed
- Maintain equipment inventories
- Perform system backups
- Conduct software and hardware maintenance and license tracking
- Complete material inventories
- Perform system backups and recoveries
- Create and restore system images
- Implement risk management framework practices
- Assist the IA team to obtain and draft ATO and POAM documentation when needed
- Install and configure ACAS
- Conduct Nessus vulnerability scans
- CSSR (Contractor Special Security Representative)
- Maintain control and accountability of classified materials including the proper storage, transmittal, and/or destruction of materials, using appropriate control and accountability forms.
- Verify clearance levels of all employees including government personnel and contractors prior to entering the area containing classified materials.
- Assist in the analysis and evaluation of personnel responsible for accessing classified or sensitive information, materials, or work sites.
- Supervise testing events, projects, and tasking in relation to the classified area.

Coordinate with the Facility Security Team Lead as well as other security team members, test team, and other personnel and contractors involved in program/company security and project testing.

IT Technician Advent Child Development Center - Forest Hill, MD 2010 to February 2017

- Installed, configured, and managed servers and workstations
- Installed needed software and applications
- Built and maintained the school's website
- Provided help desk support to staff
- Tracked software

and licensing information Purposed future upgrades to help the school better accomplish its mission Troubleshoot network and connectivity problems Ran anti-virus scans and removed any discovered malware Performed vulnerability/risk analyses of computer systems and applications Ensured that all information systems were functional and secure Recommended information assurance/security solutions to management Maintained records and files of work and revisions regarding IT operational policies and procedures

Freelance Writer Guff Media - Culver City, CA 2015 to 2016 Researched, wrote, edited, and published content for the website Produced content to entice and engage the audience Produced content that is focused on search engine optimization (SEO) Searched for opportunities that are original, fresh, and innovative Collaborated with editorial team Posted timely content Created data spreadsheets Provided assistance to higher level personnel Assisted with web design and page layout, particularly HTML

Writer/Editor Internship Guardian Liberty Voice - Las Vegas, NV 2015 to 2015 Conducted research for writing assignments Wrote articles on a variety of trending topics Edited and proofread work Reported breaking news stories Marketed my own articles as well as those of others Published articles for the company website Collaborated with other writers and editors Provided assistance to higher level personnel Assisted with web design and page layout, particularly HTML

Education
Master of Science in Information Assurance University of Maryland University College - Adelphi, MD December 2019
Bachelor of Arts in Communication Studies University of Maryland University College - Adelphi, MD December 2016

Skills Vmware, Active Directory, System Admin, Linux, System Administrator
Links <https://www.linkedin.com/in/heathergranruth>

Name: Gloria Erickson

Email: zwoods@example.net

Phone: 726-868-3854x797