

Project Manager Project Manager Fuquay-Varina, NC Authorized to work in the US for any employer Work Experience Project Manager Ettain Group - Charlotte, NC July 2018 to June 2019 Served the employees of Atrium Health with variety of issues such as building and setting up their network access. Processing requests for large masses of employees for items such as building mailboxes, setting up share drive access, and general active directory support. Assisting individual employees of the network on 1-on-1 issues and resolving them quickly and as efficiently as possible.

IT Intern Town of Chapel Hill June 2017 to August 2017 All around IT Internship in a small department that allowed me to experience many different things and learn to transition between tasks quickly. System administrator work including network mapping, repairing both network and Software as a Service outages, and upgrading server cables with proper cord management procedure. Assisted in the growing of the town's network across multiple departments across town through the transfer and upgrade and install of hardware and software for assets such as landlines and credit card machines.

IT Assistant Boatworks of NC, INC June 2016 to August 2016 Updated Computer Software and Hardware, Installed Security System Updated bookkeeping records and developed a system for work orders and their status Assisted with customer interaction: processed calls, collected payment, and handled various customer needs

Page Holly Springs Community Library June 2011 to August 2014 Sort, shelf, relocate, organize and search for library materials Assist visitors with simple directional information Perform circulation desk duties including managing fines, book check in and out

Education Bachelor's in Computer Science University of North Carolina at Charlotte - Charlotte, NC August 2014 to May 2018 Skills C+ (3 years), CSS (3 years), Cyber Security (2 years), Data Structures (1 year), Databases (2 years), Active Directory, Vmware, Security, Exchange Links <http://www.linkedin.com/in/thomas-burd> Additional Information

COMPUTER SKILLS ? Java, C++, HTML, CSS, and JavaScript, Linux Administration, Data Structures, Databases, SQL, Project Management, Human Computer Interaction Concepts, Cyber Security Fundamentals, and Functional with Windows, Linux, and Mac Operating Systems and their corresponding software

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