

Systems Administrator Systems Administrator Systems Administrator - Center Theatre Group  
Denver, CO Authorized to work in the US for any employer Work Experience Systems Administrator  
Center Theatre Group - Los Angeles, CA February 2015 to Present Active Directory Sphere VM  
Server 2003, 2008, 2008 R2, 2012, 2012 R2, 2016 Exchange Desktop repair and Deployment  
Installs & upgrades Group Policy Networking, TCP/IP, DNS, DHCP Lync server admin  
Tessitura account setup PC & Mac support SCCM admin Powershell VDI & thin client  
Ticket Scanners Ticket Printers specifically Boca Remote administration VPN Jr. Systems  
Administrator Los Angeles Film School - Los Angeles, CA March 2008 to February 2015 Active  
Directory VSphere VM Netapp Server 2008 R2 and 2012 Exchange 2010 currently working  
on migrating to Office 365 Desktop repair Virus removal Installs & upgrades Basic group  
policy Networking, TCP/IP, DNS, DHCP, Cisco IOS (studying for CCENT/CCNA at time of writing)  
recently completed entire Network topology for mid-sized enterprise NEC MAT and phone line  
punch down Lync 2010 Admin Campusvue Cat 5e cabling Ghost imaging Troubleshooting  
and research PC & Mac Current COMPTIA A+ certification Business Office March 2007 to  
March 2008 Took student payments, dispensed checks. Paid vendors. Marketing & Events  
Coordinator Plan September 2006 to March 2007 organize and assist in a monthly open house  
catering to 200+ guests. Front Desk Clerk Farmers Daughter Hotel - Los Angeles, CA May 2005 to  
September 2006 Front Desk Clerk, checking in and out guests, balancing registers, taking Pos  
sales, catering to the wants and needs of our guests. Director of Submissions Director of  
Submissions Talent Entertainment Network - Encino, CA August 2004 to April 2005 August 2004 to  
April 2005 Interviewed actors and models to submit on film, commercial, print and television.  
Responsible for staying current with upcoming auditions and jobs. Primary liaison between talent  
and clients. Responsible for billing and collections. Marketing & Analytical Data Entry  
Overture/Yahoo - Pasadena, CA August 2003 to July 2004 August 2003 to July 2004 Research &  
analyze websites for site listing company. Enter results into access and EPS software. Data Entry  
Computer support to staff Trigg Industries International - Los Angeles, CA August 2002 to January  
2003 August 2002 to January 2003 Updated Access database for traffic engineering & vehicle

overheight Detection Company. Heavy phones calling prospective & current clients. Computer support to staff. Bulk mailing catalogs to clients, shipping & receiving. Chief Instructor California Academy of Martial Arts - Los Angeles, CA March 1994 to March 1998 Taught all levels of Wing Chun Kung Fu to adults & children. Accounting & payroll. Office management. Successfully ran two training schools. Designed & implemented new techniques & equipment. Education A+ Certification Learning Tree University-Chatsworth 2000 to 2001 Liberal Arts Isleworth College - London 1990 to 1992 Multiple Learning Tree Skills System Administrator, Vmware, Active Directory, System Admin, SCCM Certifications/Licenses Certified Specialist in Windows Server 2012 Administration Certified Specialist in Microsoft System Center Configuration Manager 2012

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