

IT Manager IT Manager IT Professional Loudon, TN Work Experience IT Manager Midwest LP - Knoxville, TN September 2018 to March 2019 Responsible for planning, organizing and executing IT goals for multinational construction firm. Key Achievements: * Led process improvements, evaluating desired outcomes and anticipating organizational requirements; recommended strategies to overcome problems and increase efficiencies. * Designed and implemented corporate IT departmental policies, procedures, and technical documentation to ensure consistency in standards and processes while enabling user productivity. * Proactively maintained system availability, monitoring environment and developing and maintaining disaster recovery plans and resources to restore system functionality during unforeseen outages. * Negotiated cost-effective contracts with vendors and suppliers to ensure competitive pricing and on-time delivery. * Coordinated all IT functions during migration to new corporate headquarters. IT Consultant Self-employed - Loudon, TN April 2018 to September 2018 Responsible for gathering requirements, specifying, installing, and training users to use private on-premises cloud solution. Key Achievements: * Trained users on new operating system (Windows 10) and applications (Office 365). * Led process improvements for multiple clients, replacing Symantic Antivirus with Carbon Black, recommending new laptop purchases, implementing Cyren for web filtering and security, and replacing aging disaster recovery plan. IT Project Manager & Systems Administrator BWSC - Knoxville, TN October 2017 to April 2018 Responsible for leading project stakeholders in setting goals directing deployment team toward implementation of given solutions. Key Achievements: * Prepared and maintained all post- project documentation, including training materials and disaster recovery plan ensuring business continuity. * Identified training needs and led post- project user training sessions as needed. Director of IT & Facilities EnerNex - Knoxville, TN September 2016 to September 2017 Responsible for overall planning, organizing, and execution of all IT functions. Education Bachelor of Science in Information Technology Colorado State University - Greenwood Village, CO Skills Customer Service, Exchange, Network Administration, Vmware, Strategic Planning Links <http://www.linkedin.com/in/paulmartin37774>

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