

IT Systems Administrator/ IT Project Manager IT Systems Administrator/IT Project Manager
Greeley, CO Veteran IT Professional in Systems Administration and Project Management. Work
Experience IT Systems Administrator/ IT Project Manager Viaero Wireless - Fort Morgan, CO
December 2006 to January 2011 Administered Microsoft Windows Clients & Servers in an Active
Directory domain for a 400 user environment. This includes image deployment, virtualization, patch
management, hardware & software installations, backup operations, server hardening, capacity &
business continuity planning, IT policy drafting, and troubleshooting Administered Microsoft
Exchange Server with coexistence of a Blackberry Enterprise Server Performed procurement of
new IT assets including networking, server, client, and software products Provided Tier 3 Support to
Help Desk technicians in regards to end-user incidents Managed and maintained Cisco
CallManager IP Telephony with Cisco Unity Unified Messaging Performed network management
including routing, switching, firewall setup, and VPN management Facilitated project management
duties for departmental activities. This included composing Project Charters, Scopes of Work,
Project Plans, and Gantt spreadsheets. Also directed IT personnel on associated projects Education
Bachelors of Science in Business Administration University of Northern Colorado - Greeley, CO May
2010 Skills Microsoft Active Directory, Microsoft Exchange Server 2003/2007/2010, Microsoft Office
2003/2007/2010, Microsoft SQL Server 2005/2008, Microsoft SharePoint Server 2007, Blackberry
Enterprise Server, Bakbone NetVault, Cisco CallManager 6.0, Websense Web Security, EMC
Celerra, Wasp Mobile Asset, DNS, IIS, Group Policy, Terminal Services, OpManager Network
Monitoring, Web Help Desk, HEAT Call Logging, KACE Deployment, Taleo Learning Management,
Barracuda Spam Firewall, Trend Micro Worry-Free Business Security Generic Skills: C# & Visual
Basic Programming Knowledge, PowerShell Scripting, VBS Scripting, UML Diagramming Additional
Information Available Immediately

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