

IT Manager IT Manager IT Manager - Geritrex New Rochelle, NY IT/Systems Administrator with over 13 years providing technical solutions through high-quality service and support. Seeking position in a challenging and rewarding tech environment where I can expand upon my existing skill base while contributing to a lively IT team. Work Experience IT Manager GERITREX LLC - Middletown, NY June 2008 to July 2019 Deployed Office 365; unifying communications between Geritrex and acquired companies. Maintained and created user accounts and policies within Active Directory Domain Services and Group Policy. Created and managed Business Intelligence reports for all departments and top-level Executives. Created and maintained databases, network accounts and programs for specific department needs. Improved network security with Kaspersky AV administration tools. Evaluated yearly IT needs and provided a budget based on company growth and goals. Evaluated and managed deployment of iContracts chargeback system. Coordinated and deployed EDI systems with customers. Optimized Windows Servers by using Microsoft Hyper-V virtualization software. Project application lead on ERP selection and deployment. Created and implemented custom applications to automate generating labels and returns system. Trained employees on internal applications. Registered products and establishment information using the FDA SPL (Structured Product Labeling). Evaluated and conducted technical and functional research and analysis; deploying services such as VOIP and VPN. Referred major hardware and software problems and defective products to vendors or technicians for service. Provided support services to internal staff in resolving hardware/software issues. Network Administrator New Rochelle Municipal Housing Authority - New Rochelle, NY June 2005 to June 2007 Designed, configured, installed and maintained the organization's internal and external networks. Maintained the Active Directory including user accounts, profiles and security policies. Daily Administration of network & Workstations for use in a various environment. Performed daily back-ups of the of the company's data. Maintained biometric time clock and digital security camera equipment. Education B.S. in Computer Information Systems in Computer Information Systems Monroe College - New Rochelle, NY October 2003 to December 2006 Skills ACTIVE DIRECTORY, CISCO, EXCHANGE, MICROSOFT SQL SERVER, IT Management, Excel,

Network Administration, TCP/IP, Windows, SQL, Edi, System Administrator, System Admin
Additional Information Technical Expertise: Strong Analytical Skills Excellent Critical Thinking
Skills TCP / IP Protocols Microsoft Windows Server Active Directory Domain Services Office
365 Administration Microsoft Group Policy Microsoft Windows 7 - 10 Microsoft Hyper-V 2012
R2 Microsoft Remote App Server Cisco Meraki Network Products SAP Crystal Reports
Microsoft Office 365/2016 Exchange Online Microsoft SQL Server SQL Report Services SQL
EDI FDA SPL (Structured Product Labeling) .Net

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