

IT Manager IT Manager IT Manager - Highmount Capital San Francisco, CA Work Experience IT Manager Highmount Capital - Boston, MA June 2011 to Present File Server Redesign/SharePoint Intranet Designed and implemented company file server to alleviate communication problems among employees Replicated data to four sites vs two sites, to ensure employees fast and similar access to data Designed Role Based Access Controls that increased company information security Researched and tested several intranet software options for internal use to achieve improved communication Selected a developer to perform the coding/basic skin of the intranet for seamless integration into our firm Worked with each department within the firm to build their own SharePoint intranet subsite VMware Cluster Implementation Researched, purchased, and implemented Nimble CS210 SAN as storage for VM servers Moved from two VMware ESXi hosts to clustered VMware vSphere to achieve 'high availability' of systems Migrated the firm from 14 physical servers in 2 sites to 8 physical servers in 4 sites Implemented vSphere and all sub components to have centralized management of primary VMWare Cluster Phone System Migration Replaced core switches in primary offices to use VLANs, which increased security and setup QoS Researched, purchased, and ran daily maintenance on a Cisco Phone system Configuration Management (SCCM/Puppet) Selected and setup configuration management software to ensure all systems are standardized Used the configuration management software for both operating systems to deploy and manage all systems Portfolio Management System Worked with six internal employees to select new portfolio management system (QED) for the firm Assisted the team with all technical aspects to ensure they would work with our internal systems Co-led team during the implementation and migration from Advent Axys to QED Miscellaneous Reported to Chief Compliance Officer to ensure our systems met/exceed SEC requirements Built comprehensive monitor and bandwidth server to ensure all systems are operating normally Authored policy and procedure manual for all company employees Assisted marketing team to ensure standardization of company-wide digital branding Managed and oversaw daily tasks and projects completed by IT Co-Op (intern) Assisted in the technical process of migrating firm to Goldmine CRM Planned and carried out three IT office moves within a month with little to no down time for the end users Project Manager Department of

Defense - Washington, DC July 2010 to December 2010 Agency wide laptop loaner program
Primary Technical Point of Contact for team and agency regarding laptops Created non-attributable laptop image which can be installed on 45 different machines Assisted in creating agency CONOPS (Concept of Operations) and internal policy for laptop program Coordinated purchasing process for Capital Equipment Replacement Program Specialized in understand the agencies network equipment situation Organized worldwide delivery of 13,000 desktops and accessories Drafted and Developed FY11 budget for CERP department Inventory Management System (ASID) Devised a process for multiple departments to concurrently clean and add necessary information to a database Fabricated future process to make ASID a more complete database and manageable by end users Worked with ITCOP team to visualize the database on an intranet page for people to understand our assets

IT Intern Highmount Capital - Boston, MA June 2009 to January 2010 Performed all IT requirements for 35 person company with locations in New York City, Boston, and Amsterdam Coordinated company's relocation from a technical aspect Negotiated and coordinated the installation of internet, phone, and wiring for new site Configured new Cisco ASA for company firewall, VPN server and site-to-site connect between three sites Setup backup MX record for an internal Cisco Ironport Revised and modernized company's server scheme including decommissioning four servers while reallocating others Purchased and configured virtual machine server to optimize server performance Reorganized the active directory using proper OU organization structure and implemented group policies Created and maintained backup scheme for all company data including off-site storage Built comprehensive Nagios monitoring server system with over 350 hardware and software checks Assisted CCO in configuring and training several employees on all compliance related software and hardware

IT CO-OP 3M - Lexington, MA January 2008 to August 2008 Managed and setup on and off-site backups for servers, personal laptops, and desktops Reorganized BackupExec software to backup all servers efficiently Purchased and configured BackupExec DLO for all local employees Trained and educated non-local employees on backups using AlwaysSync Built a custom installer for Lotus Notes 8 Suite to operate on AMD 64-bit build of Gentoo OS Transitioned all developers to run native version of Lotus Notes Assisted

employees, on and off-site, with their technical problems Setup and introduced all new employees to our internal computer system Worked with end users making operations more efficient by setting up and configuring Pastebin Education Bachelor of Science in Information Science Business College of Computer and Information Science September 2006 to May 2011 Northeastern University - Boston, MA Additional Information Computer Knowledge Windows: Exchange 2007, Backup Exec 2007 and later, MSSQL, IIS, Globalscape WAFS, GuardianEdge, Office 2003/7, Network Policy Server, SCCM with MDT integrated, Goldmine PE, Active Directory, Group Policies, MSSQL 2008 and later, RIVA, Sharepoint 2013 Linux: mysql (Basic), Openfire, Puppet, Nagios3, GIT, SVN, BackupPC, Jenkins (basic) OS Independent: VirtualBox, Cisco Unified Call Manager (CUCM), Cisco Unified Connection (CUC), Cisco Unified Presence (CUPS), Wordpress Operating Systems: Windows 2000 and later, Mac OS X, Linux (Ubuntu, Gentoo, CentOS), VMware vSphere Languages: Bash, Batch, Powershell, Ruby (some), Java, C++, Networking: Cisco ASA, Cisco Catalyst 2960, Netgear GSM7248/24, Unifi Wireless, DHCP, DNS, VLAN Email: Cisco Ironport, McAfee Email Gateway, Barracuda Message Archiver, McAfee Quarantine Manager

Name: Megan Romero

Email: gabrielflores@example.net

Phone: 594.790.0252x469