

Network Administrator Network Administrator IT System Administrator - Consultant Haledon, NJ
Work Experience Network Administrator ARROW FASTENER - Saddle Brook, NJ May 2019 to
Present Performed Office365 Administration. Performed various Active Directory
Administrative tasks. Provide technical assistance and support for employees, hands on
troubleshoot and resolve problems quickly and efficiently. Provide end users with set up,
support, and backup for mobile hardware and applications. Provide VPN access within company
infrastructure. Provide support and troubleshoot network printers. Install Windows 10 and
corporate software. IT System Administrator - Consultant Medin Technolgies Inc - Totowa, NJ
October 2018 to April 2019 Responsibilities: Performed Office365 Administration Verified and
implemented Multi Factor Authentication for Office365 Completed warehouse network project by
coordinating with in-house employees and 3rd party vendor Managed and deployed in house
MFP printer/copier project by coordinating with in house and third party vendors. Analyzed
business processes and identified a cost savings of \$14, 400 per year. Performed network backup
to protect internal corporate assets. Promoted the use of Microsoft One Drive to protect end user
data. Managed and maintained relationships with third party hardware and software vendors
Managed and maintained relationship with Manage Host Provider. Supported approximately 170
employees across three sites. Proactively converted Hyper-V clients to VMware clients
Suggested and implemented Domain Network Security Policies for best practices. Patched
Microsoft Window Servers as needed. Managed and maintained corporate Active Directory.
Suggested and implemented secondary domain controllers to ensure network redundancy.
Standardized desktop and laptop deployment across the organization. Helpdesk support for the
entire organization. IT System/ Network Administrator - Consultant Seiko Corporation of America -
Mahwah, NJ June 2018 to July 2018 IT System/ Network Administrator Seiko Corporation of
America - Mahwah, NJ March 1999 to March 2018 Responsibilities: Installed and managed two
VMware Data Centers with nine ESXi hosts. Performed and maintained VMware updates on ESXi
hosts. Manage, maintain, update, upgrade VMware vCenter server. Converted physical servers
to virtual servers using VMware vCenter Converter. Converted desktops to virtual machines to

improve employee productivity. Created VMware templates to expedite virtual machine deployment. Installed and managed DHCP servers, DNS servers, and WINS servers at local and remote site. Performed maintenance on Active Directory user and computer accounts per helpdesk requests and Japanese internal controls known as J-SOX. Conducted quarterly testing with 3rd party vendor to ensure PCI compliance. Managed, maintained, perform windows updates, and backed up Microsoft Exchange Server 2013. Researched and evaluated new hardware and software to improve departmental efficiency. Evaluated hardware and software contracts to ensure business continuity. Setup nightly, weekly, monthly backup procedures for servers using Backup Exec software. Performed single file restore, single Microsoft Exchange message restore, large data restore, and whole virtual machine restore. Initiated disk to disk backup for Window Servers and IBM AS400. Established disk backup replication to remote site. Established and maintained network printing using Microsoft servers and TCP/IP. Initiated the use of personal computer disk images for pc rollouts to standardize the corporate desktop for end users Created and maintained Windows Server Update Services (WSUS) to manage the distribution of updates and hotfixes. Provided help desk support at all levels in a 24 x 7 environment. Education B.S. in Marketing in Marketing St. Peter's College - Jersey City, NJ Computer Science Bergen Community College - Paramus, NJ Skills System Admin, Vmware, Active Directory, System Administrator

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