

IT Director IT Director Systems Administrator/Office Manager - Bentex Group Morganville, NJ To Obtain a Desktop Support Management IT Director Position in a Windows environment Authorized to work in the US for any employer Work Experience IT Director Bentex Group - New York, NY November 2007 to Present Create and maintain documentation for the IT Department and end users Complete help desk support for 180+ users in an expanding environment of PC and Mac Establish Group Policy Management Manage Active Directory infrastructure Establish and deploy patch management infrastructure Establish and maintain backup policy Establish and maintain corporate anti-virus strategy On-site network support On-site desktop support Computer hardware diagnostic and repair of PC and Mac Repair and first-level maintenance of color and B&W copiers and printers Evaluate and recommend hardware for purchase Construction coordination Infrastructure planning Assistant Network Administrator BlumbergExcelsior February 2007 to November 2007 Computer hardware repair Virus and Spyware cleaning On-site network support Patch Management Backup configuration and monitoring Manage users in Active Directory Maintain corporate anti-virus strategy and response across the enterprise Support of remote users Dell Desktop Certified and HP Printer Maintenance and repair Create and maintain documentation for the IT Department and end users Establishing Group Policy Management A+ Technician/ Network Installer/ Network Administrator PNG Computers February 2006 to February 2007 Computer hardware repair Virus and Spyware cleaning Registry Repair On-site network support Wireless security configuration Help Desk Manager/Assistant Network Administrator Fairmont Group October 2002 to February 2006 Manage support requests in a 400+ user environment across multiple sites and home offices Monitor backup operation; maintain and upgrade server equipment Manage users in Active Directory Establish and maintain corporate anti-virus strategy and response across the enterprise Plan and execute migration of desktops from Windows NT and 2000 to Windows XP Pro; Manage automated patching of Windows XP via Microsoft SUS; upgrade to Microsoft WSUS Assist in migration to Active Directory and Exchange 2003 Select and purchase IT equipment across the enterprise Cisco VPN Software support Coordinate service requests from vendors at multiple

locations Evaluate new business application software Create and maintain documentation for the IT Department and end users Establishing Group Policy Management Deploying software through Microsoft Group Policy Create and maintain system images for deployment using Symantec Ghost and Microsoft RIS Dell Desktop Certified and HP Printer Maintenance and repair Quality Assurance Specialist Network Associates-McAfee Software Division July 2000 to November 2001 Test software for compatibility with existing and future operating systems Identified and reported software issues to software developers Assemble and maintain laboratory computers with the ability to run several operating systems Design test scripts for outsourcing of software testing Organize and maintain software library Various Temporary Assignments Various - New York, NY May 1997 to June 2000 Responsibilities Training unfamiliar users with the operation of Macintosh systems Responsible for maintenance, reliable operation, and security of computers Evaluate and recommend new software and hardware Education None in Computer Science Thomas Edison State College - Trenton, NJ August 2019 to Present None New Horizons Computer Center - New York, NY November 2001 to June 2003 Skills Customer Service, Network Administration, Exchange, VMware, Customer Service, Exchange, Network Administration, Vendor Management, IT Management, VMware, Excel, Active Directory, Disaster Recovery Certifications/Licenses CompTIA A+ June 2003 to Present CompTIA Network+ June 2003 to Present MCSA Present Assessments Management & Leadership Skills: Impact & Influence Familiar August 2019 Measures a candidate's ability to adapt their leadership style to accomplish goals using rational or emotional appeal. Full results: https://share.indeedassessments.com/share_assignment/cyu4gi60h4kuimum Data Analysis Highly Proficient August 2019 Measures a candidate's skill in interpreting and producing graphs, identifying trends, and drawing justifiable conclusions from data. Full results: https://share.indeedassessments.com/share_assignment/ex-p5feh3xakpdym Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field. Additional Information Technical Skills Operating Systems Windows Server 2012/2016/2019 Windows 7/10 Software Packages Microsoft Office Suite (Office 365), AMT,

Microsoft Dynamics, SQL Hardware All PC-compatible systems, Macintosh, System Configurations, Installation and Configuration of numerous hardware devices, Multimedia Presentation Systems, Telephones, Audio Conferencing, Digital Cameras, Video Conferencing, Multifunction, CD Creation, Printer Maintenance

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