

Systems Administrator Systems Administrator Systems Administrator - Department of the Navy  
Kensington, MD Seasoned Windows Systems administrator with 8 years experience in Department  
of Defense as a contractor and a Federal Employee. Seeking a IT career in the private sector to  
broaden my horizons. Have served in supervisory and in instructor capacities as well. Have a BS in  
Information Systems management (IT Business Analyst). Work Experience Systems Administrator  
Department of the Navy - Washington, DC January 2016 to Present 3450 Massachusetts Ave. NW  
Washington DC, DC 20392 United States 01/2016 - Present Salary: 60,666.00 USD Per Year  
Hours per week: 40 Series: 2210 Pay Plan: GS Grade: 9 Systems Administrator (This is a federal  
job) Duties, Accomplishments and Related Skills: Migrated USNO Enterprise from Windows 7 to  
Windows 10. Perform installation/integration of Dell and MAC hardware, Windows 10 and Mac OSX  
operating systems, and applications software, system fixes, updates and enhancements. Manage  
accounts, network rights, and access to computer systems through Active Directory. Manage  
systems resources including performance, capacity, availability, integrity, efficiency, serviceability,  
and recovery. Implement security procedures and tools, and ensure application of information  
assurance policies, principles, and practices in delivery of system administration services. Develop  
and document systems administration standard operating procedures. Resolve hardware/software  
interface interoperability problems. Maintain systems configuration in accordance with systems  
administration best practices and Department of Defense security requirements by maintaining a  
standard image and group policies. Perform systems administration duties on Windows 10 and  
MAC OSX systems and have begun familiarization on Red Hat Enterprise Linux 7. Ensure backup  
procedures are in place for recovery from loss or destruction of data by maintaining profile and  
backup servers. Supervisor: Danny Matthews (2027620100) Okay to contact this Supervisor: Yes  
IT Instructor MJLM - Houston, TX November 2014 to January 2016 Duties, Accomplishments and  
Related Skills: As a contractor with Department of Labor/JobCorps managed the daily operations of  
an IT and Office Administration classroom. Responsible for writing and updating training materials  
pertaining to the prescribed curriculum catering to current industry and workplace standards.  
Manage a Local Area Network consisting of 1 router 13 computers and 2 printers. Trained 30+

students in the areas of Office Administration including training and certifying them in Microsoft Office Word, Excel, and PowerPoint. Supervisor: Jim McKnight (4433061029) Okay to contact this Supervisor: Yes Self/ UMUC 2816 Schubert Drive Silver Spring, MD 20904 United States 07/2012 - 05/2014 Salary: 26,000.00 USD Per Year Hours per week: 40 Full Time Student/Volunteer Duties, Accomplishments and Related Skills: Attended classes and completed coursework on a weekly and daily basis maintained a 3.297/4.0 GPA. Coursework included analyzing case studies and performed gap analysis to determine functional requirements for enterprises. Worked within teams to identify and determine best solutions for new and existing infrastructure and web applications. Utilized the Systems Development Life Cycle (SDLC) and relevant documentation to handle the integration of systems from cradle to the grave. Conducted testing to evaluate success. Created schedules to conduct training sessions. Graduated with a Bachelor's of Science in Information Systems Management. Supervisor: Justin Runyan (3015255664) Okay to contact this Supervisor: Yes Columbia Technological Services Marbury Rd Oakton, MD 22124 United States 03/2011 - 09/2012 Salary: 90,000.00 USD Per Year Hours per week: 60 <https://www.usajobs.gov/Applicant/ProfileDashboard/Resumes> 1/3 7/31/2019 Print Resume President/Owner/Site Manager Duties, Accomplishments and Related Skills: Responsible for the growth, direction, and stability of the organization. Overall responsible for daily operations. Responsible for business plan. Set organizational budget and evaluated financial reports. Hired and managed subcontractors and staff. Responsible for contract procurement (contract proposals). Managed deliverables for Service Level Agreements (SLA's). Provided detailed reports to customers. Incorporated Columbia Technological Services (CTS) LLC. a Service Disabled Veteran Owned Small Business (SDVOSB) in March 2011. Received contract award from Ellsworth Air Force Base to install a wireless generator monitoring system on 33 remote sites. As a site manager oversaw the installation of 33 Motorola Canopy, Line of Site, Subscriber Modules and established communication from the remote sites to the Base Station server. Okay to contact this Supervisor: Yes Reliatrust Technologies Inc. 22648 Glenn Dr. Sterling, VA 20164 United States 03/2007 - 08/2011 Salary: 50,000.00 USD Per Year Hours per week: 40 Team Lead/ Systems

Administrator/Deputy Project Manager Duties, Accomplishments and Related Skills: Supervised a team of ten personnel which monitor network integrity for the Department of the Army covering six sites across the United States during 24x7 operations. Responsible for writing, implementing, and maintaining numerous Standard Operating Procedures (SOP's). Responsible for maintaining the network diagram and Master Escalation List (MEL). Responsible for personnel training within the Corporate Information Operation Center (CIOC). Responsible for the software management of over four thousand Dell desktops and one thousand Dell laptops within the enterprise. Performed testing and support for all software updates and pushes. Maintained a 99.5% network availability rate over a period of 4 years. Maintained a 99% enterprise system management rate over a period of 4 years. Oversaw the integration and implementation of a printer management program. Supervisor: Kenny Young (3013941847) Okay to contact this Supervisor: Yes United States Army Fort Gordon Augusta, GA 30905 United States 08/2004 - 11/2006 Hours per week: 40 IT Site Manager/ Instructor Duties, Accomplishments and Related Skills: Provided communications support for Leaders College of Information Technology. Supervised and prepared work schedules for personnel performing the installation and operation of multichannel and tropospheric scatter radio systems. Provided technical assistance to subordinate team members during installation, operation and troubleshooting. Wrote SOP's pertaining to multichannel equipment operations. Developed training programs for subordinate personnel to ensure job competency. Supervised and performed management and administrative responsibilities related to personnel, systems operation and logistics. Supervised a team of seventeen personnel, seventeen vehicles, and fourteen communications systems worth over 8.6 million dollars. Trained over 1200 Signal Officer Basic Course (SOBC) Lieutenants. Received Army Commendation Medal (ARCOM) for maintaining the most reliable communications network throughout eighteen field- training exercises. United States Army Underwood Kaserne Hanau, Hessen Germany 09/2001 - 08/2004 Hours per week: 40 Communications Supervisor Duties, Accomplishments and Related Skills: Supervised and prepared work schedules for personnel performing the installation and operation of multichannel and tropospheric scatter radio systems. Provided technical assistance to subordinate team members

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United States Army Fort Stewart Fort Stewart, GA 31315 United States 10/1997 - 09/2001

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Print Resume Full Time Student/Volunteer Self/ UMUC - Silver Spring, MD July 2012 to May 2014

2816 Schubert Drive Silver Spring, MD 20904 United States 07/2012 - 05/2014 Salary: 26,000.00 USD Per Year Hours per week: 40 Full Time Student/Volunteer Duties, Accomplishments and Related Skills: Attended classes and completed coursework on a weekly and daily basis maintained a 3.297/4.0 GPA. Coursework included analyzing case studies and performed gap analysis to determine functional requirements for enterprises. Worked within teams to identify and determine best solutions for new and existing infrastructure and web applications. Utilized the Systems Development Life Cycle (SDLC) and relevant documentation to handle the

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President/Owner/Site Manager Duties, Accomplishments and Related Skills: Responsible for the growth, direction, and stability of the organization. Overall responsible for daily operations. Responsible for business plan. Set organizational budget and evaluated financial reports. Hired and managed subcontractors and staff. Responsible for contract procurement (contract proposals). Managed deliverables for Service Level Agreements (SLA's). Provided detailed reports to customers. Incorporated Columbia Technological Services (CTS) LLC. a Service Disabled Veteran Owned Small Business (SDVOSB) in March 2011. Received contract award from Ellsworth Air Force Base to install a wireless generator monitoring system on 33 remote sites. As a site manager oversaw the installation of 33 Motorola Canopy, Line of Site, Subscriber Modules and established communication from the remote sites to the Base Station server. Okay to contact this Supervisor:

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Print Resume President/Owner/Site Manager Columbia Technological Services - Oakton, VA March 2011 to September 2012 03/2011 - 09/2012 Salary: 90,000.00 USD Per Year Hours per week: 60 <https://www.usajobs.gov/Applicant/ProfileDashboard/Resumes/1/3> 7/31/2019

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Team Lead/ Systems Administrator/Deputy Project Manager Reliitrust Technologies Inc - Sterling, VA March 2007 to August 2011 22648 Glenn Dr. Sterling, VA 20164 United States 03/2007 - 08/2011 Salary: 50,000.00 USD Per Year Hours per week: 40

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Print Resume Supervisor United States Army - Augusta, GA August 2004 to November 2006 Fort Gordon Augusta, GA 30905 United States 08/2004 - 11/2006 Hours per week: 40 IT Site Manager/ Instructor Duties, Accomplishments and Related Skills: Provided communications support for Leaders College of Information Technology. Supervised and prepared work schedules for personnel performing the installation and operation of multichannel and tropospheric scatter radio systems. Provided technical assistance to subordinate team members during installation, operation and troubleshooting. Wrote SOP's pertaining to multichannel equipment operations. Developed training programs for subordinate personnel to ensure job competency. Supervised and performed management and administrative responsibilities related to personnel, systems operation

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Print Resume Communications Supervisor United States Army - Fort Stewart, GA October 1997 to September 2001 Duties, Accomplishments and Related Skills: Supervised eight personnel in Fire Direction operations including preparation for operations, network installation, and maintenance. Supervised data processing, support planning, and execution of fire mission information. Supervised movement control, mission support, and scheduling for a company level element. Received ARCOM for team's performance during Intrinsic Action 98-03 and Operation Desert Fox. Recognized for having the best Platoon Operations Center two consecutive years (ARCOM).

<https://www.usajobs.gov/Applicant/ProfileDashboard/Resumes> 2/3 7/31/2019 Print Resume Education Bachelor's Degree in Information Systems Management University of Maryland University College - Adelphi, MD May 2014 Skills VMWARE, SOLARWINDS, UNICENTER, Server 2012 R2 (3 years), System Administrator (8 years), System Admin (8 years), Active Directory (4 years) Military Service Branch: United States Army Rank: SSG Certifications/Licenses CompTIA A+ August 2010 to Present CompTIA Security+ February 2017 to Present Microsoft Word October 2014 to Present Microsoft Office Specialist October 2014 to Present Microsoft Excel October 2014 to Present Assessments Technical Support Highly Proficient July 2019 Measures a candidate's ability to apply protocols to identify errors and solutions in order to maintain system function. Full results: [https://share.indeedassessments.com/share\\_assignment/9p6f8nnl2t9jlf-3](https://share.indeedassessments.com/share_assignment/9p6f8nnl2t9jlf-3) Basic Computer Skills: PC

Highly Proficient July 2019 Measures a candidate's ability to perform basic computer operations, navigate a Windows OS, and troubleshoot common computer problems. Full results: [https://share.indeedassessments.com/share\\_assignment/j3-ernbun3rpg92z](https://share.indeedassessments.com/share_assignment/j3-ernbun3rpg92z) Supervisory Skills: Directing Others Highly Proficient July 2019 Measures a candidate's ability to motivate the performance of others through feedback to identify improvements or corrective actions. Full results: [https://share.indeedassessments.com/share\\_assignment/bziylinvjzejyidy](https://share.indeedassessments.com/share_assignment/bziylinvjzejyidy) Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

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