

Network Administrator Network Administrator Network Administrator - Becket & Lee, LLP
Douglassville, PA Network Administrator with 10+ years of IT experience seeking a position that will
expand and strengthen my skills as an IT Professional Authorized to work in the US for any
employer Work Experience Network Administrator Becket & Lee, LLP - Malvern, PA September
2012 to Present ? Perform daily network health and security checks including: anti-virus definitions,
critical server disk space, intrusion detection reports, VPN authentication logs, and Windows
system event logs ? Rack-mount, configure, and install the OS on new servers as older systems
are decommissioned ? Continuously update VMware server templates to improve server hardening,
including addressing newly discovered vulnerabilities in a timely manner and updating to the latest
Microsoft patches to aid in maintaining our PCI DSS compliance certification ? Primary contact for
maintaining current VMs and deploying new VMs in the VMware environment ? Participate in
annual disaster recovery test, bringing critical network functionality up at a secondary location within
24 hours, and imaging 20 workstations for user testing ? Setup new user accounts in Active
Directory and create Microsoft Exchange and Lync accounts ? Deploy workstation images and
software using Microsoft SCCM ? Recently tasked with choosing hardware specifications for
several new workstation configurations as part of the coming migration to Windows 10 ? Continue
to perform Help Desk duties as needed Help Desk Technician Becket & Lee, LLP - Malvern, PA
September 2008 to September 2012 ? Performed diagnostics, maintenance and repair on Dell
computers, HP laser printers and other hardware devices ? Took support calls for users in the
business regarding hardware and software assistance ? Maintained a database to keep track of all
hardware and software assets within the company ? Worked with the tech team to image,
configure, and deploy brand new Windows 7 workstations to replace all Windows XP systems in the
company Education Associate in Specialized Technology in Internet/ Network Engineering Berks
Technical Institute - Wyomissing, PA 2008 Skills ACTIVE DIRECTORY, CISCO, VMWARE,
VIRTUAL SERVER, VISIO, Customer Service, Networking, Windows, Technical Support, Microsoft
Office, Windows 7, Windows 8, Windows 10, Windows Server Certifications/Licenses CompTIA A+
Present Microsoft Certified Technology Specialist (MCTS) Present Microsoft Certified Professional

(MCP) Present Additional Information SUMMARY OF SKILLS: ? Experienced with Windows Server 2008, 2012, 2016, Windows 7, 8 and 10 ? Experience installing, configuring and managing Windows Active Directory and Group Policy ? Fundamental understanding of Cisco network device management ? Experience managing Hyper-V and VMware virtual server environments ? Proficient with all Microsoft Office software, including Lync and Visio, as well as Adobe Acrobat, Photoshop, and Premiere ? Experience in building and troubleshooting PCs ? Experience in troubleshooting and repairing HP Laserjet Printers RELATED SKILLS ? Configuring, Managing and Maintaining Windows Server 2008 Servers Training (September 2012) ? Administering System Center 2012 Configuration Manager Training (January 2016) ? Automating Administration with Windows PowerShell Training (November 2018)

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