

Systems Administrator Systems Administrator Los Angeles, CA Authorized to work in the US for any employer Work Experience Systems Administrator Mid-West Wholesale Lighting - Los Angeles, CA July 2008 to Present set up, configure and monitor equipment including servers, firewall, network devices (configuration, address books, settings, Email deliveries, etc) maintain various company network service accounts replace supplies (cartridges, tapes, etc) monitor security reports (migrated from Symantec to Kaspersky to Sophos), improve and optimize policies monitor and review suspicious Emails by keywords, attachments, etc and then handle approval process analyze and configure Email filters in Exchange Online to prevent malicious content from entering our network assist users with troubleshooting, post/email tutorials choose and build new computers, install and set up operating system and software on them, prepare everything for new users patch operating systems, and make sure software, drivers and devices firmware are up-to-date successfully planned and performed a number of system migration projects: - replaced outdated computers for everyone in the company - migrated all computers from Windows XP to Windows 8.x and then to Windows 10 - virtualized three physical servers (eliminated three 4U server units and replaced them with one 2U Supermicro server, installed and configured a hypervisor and converted operating systems from physical servers to virtual machines) - migrated Office XP/2003 to Office 365 (subscription-based) - migrated cybersecurity solution from Symantec Antivirus to Kaspersky Endpoint Security to Sophos Endpoint Protection - replaced WatchGuard firewall with more efficient and sophisticated Sophos Firewall and setup all the rules, exceptions, VPN access, network settings, etc Administer Office 365 portal and Microsoft Azure Administer local Active Directory manage Exchange Online settings manage Shared Folders set up and monitor company-wide backups manage Network Attached Storage (NAS) manage inventory and warranty monitor users' requests creating instructions suggest software and hardware solutions analyze internet traffic for connectivity issues set up and troubleshoot smartphones administer / maintain laptops monitor remote access to the company network research, select and purchase equipment monitor firewall logs for suspicious activities and adjust policies accordingly configure mailbox archives set up cloud storage for users' documents

troubleshoot network connectivity, server problems, printer issues, firewall issues, software & hardware issues    troubleshoot remote user connection problems    troubleshoot email delivery issues    deploy new software solutions    automate various system tasks (backups, updates)    website optimization (eliminated unused documents, removed unnecessary lines of code on every HTML page)    maintain database (backup, performance and availability)    set up secure wireless access for clients    scan & patch software vulnerabilities    perform various technical tasks    learn new technologies on the go (many new article on cybersecurity & threats, configuration, operating systems, network services, etc) Education Bachelor's in Computer Science Westwood College-Los Angeles - Los Angeles, CA Skills System Administrator, Active Directory, Office 365 (2 years), Network Administration (10+ years), Data Backup (10+ years), Hardware (10+ years)

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