

IT Manager IT Manager IT Manager - Mahoning County Children Services Warren, OH Results oriented IT Manager with experience in public and private administration managing responsibilities. Proven leader, who encourages creativity and higher-order thinking. Ability to organize, prioritize and perform under extreme pressure with deadlines. Authorized to work in the US for any employer

Work Experience IT Manager Mahoning County Children Services - Youngstown, OH January 2016 to Present

- Work with County Administrators, elected officials, department heads and other areas assigned by County Administrators to determine feasibility, requirements and implementation plans for using information technology to meet their needs
- Manage purchasing of all agency hardware, software, office supply products & furniture
- Managed and maintained all IT assets inventory
- Oversee and maintain all internal FBI/BCI background check fingerprinting
- Upgraded digital phone system to new VOIP system successfully throughout entire organization and maintain all agency telecommunications
- Coordinated with the state and vendor to implement scan to email and fax to folder for entire agency
- Oversee all phases of projects from conception to completion
- Effectively prepared and presented large-scale projects to the board of directors
- Managed all IT vendor relationships, negotiated related contracts and created annual IT business plans and budgets reflective of agency initiatives
- Developed IT standards and policies for agency desktop and iPad use
- Supervise all departmental staff, including training, making assignments, scheduling and reviewing performances
- Planned, coordinated and maintained the design of new agency website

Sacwis Administrator and TPOC for Mahoning County CSB JDE Systems Administrator Werner Co - Greenville, PA, US September 2014 to January 2016

- Create, maintain, support and deploy JDE Enterprise One environments and packages
- User administration, Security Management, Scheduling batch jobs in JDE
- Install new software and system upgrades
- Apply ESU's, ASUs, updates and service pack upgrades per the schedule, or as necessary
- Administer OMW which includes installation, setup and project promotions
- Create and manage environments, path codes, instances and SOA/BSSV integration environments
- Experience in AS/400, Application Security and all JDE Enterprise one tool set
- Oversee all Security changes and implementation
- Create reports using Report design Aid per user request both custom and standard
- Diagnose, analyze

and resolve issues for end users across assigned domains

**Technical Specialist Salem Regional Medical Center - Salem, OH** October 2012 to September 2014

- Install, maintain and configure computer workstations, laptops, network and local printers for employee use, performing and ensuring proper installation of network cables/drops, OS's
- Diagnose, troubleshoot and repair computer systems, software and network/wireless for end users
- Project Manager of newly built 87 patient bed tower-Met with management on a daily and weekly basis to make sure all request were being met for the doctors and nurses concerning any changes to software application or new implementations
- Developed/maintained software user step guides for co-workers to help with end user issues
- Respond to request for technical assistance via phone or ticket tracking system (Track-IT)
- Used multiple Operating Systems such as Windows 7/ XP, upgraded users from Windows XP to Windows 7
- Knowledge of group policy, active directory, Symantec antivirus, Remote Desktop, Virtual box, all Microsoft office suites, Citrix Access
- Assess the need for and implement performance upgrades to PC's, including the installation of CPU's, VO and NIC cards, hard drives, RAM, memory chips etc.
- Maintained and supported PACS workstations while maintaining strong relationships with radiologist and doctors
- Order Parts, Work Stations, hardware-Vendor warranty repair of desktops, laptops, workstations
- Supported POS systems -Fastrack and VMware
- Support between 1000-1500 end users

**Respiratory Equipment Technician Boardman Medical Supply - Girard, OH** April 2011 to October 2012

- Test, Repair, maintain and calibrate respiratory medical equipment (such as concentrators, liquid bases, CPAPS, BIPAPS, home fills and portables. Also repair standard wheelchairs, powered wheelchairs, scooters as well as CPM's.
- Assist with Delivery Technicians to help with setups of the equipment as well as informing them how to properly use the equipment.
- Troubleshoot service calls from patients with oxygen problems or any questions.
- Maintain and record records of all concentrators coming in and out and there usage as well as work performed. Manage multiple projects at a time.
- Order parts and supplies necessary for the servicing of the medical equipment.
- Worked on Invacare and Inogen products

**Junior Systems Administrator NCI Information Systems Inc** January 2011 to April 2011

- Managing databases of inventory and client distribution information. These databases are

responsible for the property book records for the US Army. Configuring Dolphin and Motorola hand scanners to wirelessly connect to and manage the equipment and software within the network. Configuring computer hardware (laptops, Firewalls, Wireless networks) Digital Signatures, Touch Screen computer configuration/upgrades Using radio-frequency identification scanners for mass wireless cataloging and shipping control. Accountable for all troubleshooting and system maintenance responsibilities. Maintain/Uploading Secure Fielding Database Coordinating Travel and budget requirements PRN Cross Roads Sleep Disorder Center - Boardman, OH August 2009 to January 2011 Apply sensors to patients and prepare recording equipment for use while monitoring patients Make careful notations to assist in the interpretation of the recording Explain pre-testing, testing, and post-testing procedures to the patient Score sleep/wake and events (such as respiratory events, cardiac events, limb movements, arousals etc.) according to center specific protocols Generate accurate reports by tabulating sleep/wake and clinical event data Perform positive airway pressure (PAP) mask fitting while explaining how to properly use the equipment Performs test and accurately transcribes and prepares data for physician interpretation Education Bachelor's in Information Technology in Human Resource Management Youngstown State University - Youngstown, OH August 2007 Skills Java, Linux, Unix, Sql, C++, Html, Windows 7, Windows xp, Excel, Powerpoint, Word, Photoshop, Frontpage, Illustrator, Adobe illustrator, Adobe photoshop Additional Information Security Clearance: (Yes/ Active) (DOD) Secret Security Clearance (7/27/2012) Computer Skills Language: C++, Visual Basics, Java, HTML, SQL Systems: Windows XP/Vista/Windows 7, Unix/ Linux Software: Works, Word, Website Designer, PowerPoint, FrontPage, Dream Weaver, Access, Excel, Multimedia Authoring, Adobe Photoshop, Adobe Illustrator

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