

Systems Administrator Systems Administrator Systems/ Network Administrator Fishkill, NY I am a quality focused IT professional with over 20 years of experience as a systems/ network administrator. I am a results-driven achiever with exemplary planning and organizational skills, along with a high degree of detail orientation. My major strengths include highly effective leadership, communication, motivational and inspirational skills, self-motivated, energetic, dedicated and well-respected by management and colleagues. Authorized to work in the US for any employer

Work Experience Systems Administrator CountyWide Insurance Agency - Jefferson Valley, NY August 2009 to Present Install and support new Windows Servers with MS Windows 2012 operating system along with Microsoft SQL 2014, configured, and tested new equipment, including computer and peripheral equipment. Migrate and upgrade from Vertafore AFW version 5.0 to Vertafore AMS360 version 16.1 In- House. Install, configure and update all workstations from Microsoft Windows 7 to Microsoft Windows 10. Handle overall hardware, software and network configurations, troubleshooting, network maintenance and administration. Perform TCP/IP networking, including DNS and DHCP. Provide routine IT support in both administrative and technical areas.

Network Administrator Field Home - Cortlandt Manor, NY May 2012 to March 2019 Install, configure, secure, maintain and troubleshoot campus-wide enterprise servers, application and database infrastructure including Active Directory services, Group Policy, SQL services, Vocera services, etc. Management of Active Directory including creating/disabling end-user accounts, permissions, access rights, and storage allocations in accordance with best-practices regarding privacy, security, and regulatory compliance. Management of Avaya Definity PBX Management of Vocera Servers including accounts and badge activations Maintain the backups for systems and files locally and at remote sites Monitor performance and maintain systems according to requirements Provide end user support for workstations, laptops, printers, network devices, peripherals, and other computer-related devices. Ensure security through access controls, backups and firewalls Evaluate new technologies, services, hardware and software solutions. Work with vendor and consulting services to resolve technology issues. Write and maintain clear, thorough technical documentation and network infrastructure drawings Deliver effective written

and oral presentations and project updates for both technical and non- technical individuals. Skills
System Admin, Vmware, System Administrator, Active Directory Additional Information Summary of
Technical Skill Qualifications: Provided technical assistance and training to system users and
instructed users in use of equipment. Installation of every type of hardware to computer systems
such as: motherboards, processors, hard drives, video cards, printers, scanners etc. Setup new
workstations and "imaged" them. Expertise includes heavy emphasis on problem detection and
solving, fixing and reinstalling software and hardware. I have numerous experiences with virus,
spyware, and malware removal along with implementing measures and techniques to limit
infections. Troubleshoot network connectivity, desktop configuration, printer connectivity, and
network access issues. Operating Systems: Windows 98/2000 & Pro/XP & Pro/Vista/Windows
7, Windows 10 Windows Server NT/2000/2003/2008/ 2012 MS SQL 2000 through 2014 Novell
Netware 3x, 4x, 5x, 6x Software: This is a general list of software and hardware that I have
installed and operated most recently and in the past. Management of Avaya Definity PBX
Configuration and Systems Manager Adobe Creative Cloud Management of Vocera Servers
Backup Software - Symantec Backup Exec, Vertias, XXCOPY Blackberry Enterprise Software &
Desktop Manager Citrix APC - PowerChute Business Edition Real VNC Microsoft Office - All
versions Microsoft Exchange 2003 - Add/Remove/Rights account management MS SQL 2000 -
2014 Add/Remove/rights account management Novell GroupWise 8.x Novell BorderManager
Firewall Novell ZenWorks HP OpenView Management of VMware services Management of
Active Directory services Sonic Wall SOHO Firewall Various diagnostic programs of major
brands of equipment Networking: LAN/WAN, TCP/IP, Ethernet, hubs, and wireless Some
experience with switches Some cabling experience Education and References furnished upon
request

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