

Consultant Consultant Network Systems Administrator & Manager Brooklyn, NY Work Experience

Consultant COMPUTER & NETWORK CONSULTING - Brooklyn, NY January 2000 to Present

Designed, upgraded and built custom-built computers based upon end-users' needs Assisted in the selection and installation of computer software and hardware Deployed and configured small office networks using both wired and wireless solutions Systematically followed procedures to troubleshoot, diagnose and repair computers and networks Restored crashed materials and systems Provided solutions to reduce or eliminate viruses, spyware/adware Systems/Network

Administrator & Manager COMMUNITY ACCESS - New York, NY October 2005 to June 2016

Recruited to be in a multi-faceted technology role which consisted of the design, configuration, administration and management of all network infrastructure, telecommunications, desktops, servers and provide support to 430 users across 23 branch offices; key contributions included: Defined and implemented policies regarding the location, safety and security of servers and equipment Worked with outside vendors/auditors to test compliance/best practices and adjusted security controls as necessary Handled the creation and deletion of user accounts and applied appropriate security to users, folders and apps Configured and managed AD, DHCP, WSUS, DNS, DFS and other roles on servers in corporate network Increased availability and fault-tolerance of key services by implementing a multi-tier business continuity/disaster recovery strategy using DFS, co-location, tapes and migrating services to cloud as necessary. Created Site-to-Site VPNs and maintained the core network infrastructure improving productivity Modified network design to incorporate vLANs, PortFast and BPDU Guard to improve performance/security Performed patch upgrades, BIOS upgrades and Cisco IOS upgrades across the enterprise Conducted troubleshooting and corrected faults of workstation, servers, OS'es, peripherals and AV issues Managed the Moves, Adds and Changes of a hosted VoIP phone system Reduced IT administration while improving security through the use of group policy and basic scripting Simplified IT cost projections by creating an equipment lifecycle policy that utilized leasing of equipment Project managed the build-out of new branch offices which resulted in agency doubling in size Outlined and managed the relocation of the main office with minimal disruption to rest of

enterprise Created and updated documentation outlining operating procedures and the inventory of equipment and licenses Configured, Updated and Deployed various Cisco networking devices - switches, routers, WAPs and ASAs Migrated successfully from Windows XP to Windows 7 using Microsoft Deployment Toolkit (MDT) with a standardized image providing a more hardened and uniform desktop experience Negotiated a new copier/printer service contract that resulted in new equipment and savings of 250K over 4 years Maintained strict confidentiality of client information via security and data destruction protocols that comply with HIPAA standards and procedures Worked with MAS 200 consultants and the accounting department to address new security groups and permissions during the upgrade process from 3.71 to 4.3 Routinely at the request of the HR department, conducted employee investigations and security incidents Provided personal and group training and consultation to users in use of new applications or technology Managed various contractors who were responsible for the cabling infrastructure required to add wired or wireless capacity throughout our offices Performed Budget Analysis and maintained vendor relationships and acquisitions Manager of Information Systems MUSEUM OF THE CITY OF NEW YORK - New York, NY October 2003 to August 2005 Retained as a consultant to be the sole point of contact for all matters of Information Technology; this included all support for desktops, servers, security systems, networking infrastructure, phone system, copiers, and new technology projects. Key contributions included: Scheduled project management meetings between Department of Information Technology (DoITT) and contractors to discuss the installation, configuration and implementation timelines of a new Alcatel telecommunications system while addressing concerns regarding curatorial and public access Worked within tight budgetary constraints to provide the best possible service, support and eliminating waste Researched and presented business IT products providing strategies and goals to improve performance Managed and administered enterprise-wide telecommunications system and creation of auto-attendant scripts Responsible for operating system and desktop software installation, PC upgrading and network troubleshooting Designed a new tape backup scheme, recovery plan and corporate network internet security policy Managed the design and implementation of customized hands-on training Hardened desktop PCs and

servers to reduce or eliminate spam, viruses and spyware/adware Escalated issues not handled by the IS department to appropriate department or vendor Education Bachelor of Engineering in Computer Engineering STEVENS INSTITUTE OF TECHNOLOGY - Hoboken, NJ Associate of Science in Engineering Science KINGSBOROUGH COMMUNITY COLLEGE - Brooklyn, NY Skills SECURITY (10+ years), CISCO (10+ years), DHCP (10+ years), DNS (10+ years), IOS (10+ years), Ccna, System Administrator Links <http://www.linkedin.com/in/ksimek> Certifications/Licenses Security+ CE April 2018 to April 2020 AWS-CSA September 2017 to September 2019 VCA-DCV Present CCNA Routing and Switching August 2016 to August 2022 Network+ Present A+ Present Additional Information Information Technology Project Management Purchase Acquisition / Management Technical Analysis Network Engineering/Design IT Strategy & Development Migrations / Upgrades Vendor Management Active Directory Design Engineering Economics Life Cycle Management Windows Deployments TECHNICAL EXPERTISE & CERTIFICATIONS Operating Systems: Windows 9x, ME, 7, 8, 10, Server 2003, 2008R2, 2012R2 Hardware: Cisco Routers, Switches, ASAs, WAPs, Workstations & Servers (Dell, HP, IBM/Lenovo), RAID, Printers, Barracuda Web Filter, VoIP, DVR and Access Security, A/V Software: Symantec Backup Exec/Antivirus/Ghost, Vipre A/V, MDT2012, MS Office, Terminal Server, Cisco IOS, Exchange, MAS 200/Paychex, Keri System, DocLink, MAS 200 Network/Protocols: LAN/WAN, TCP/IP, EIGRP, OSPF, RIP, DNS, DHCP, TFTP, VPN, Ethernet

Name: Kirk Huerta

Email: dorothydeleon@example.org

Phone: (844)236-4786