Jeffrey A. Beck

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OBJECTIVE:
>Full time employment in the network or systems support areas of the Information Technology industry.

EDUCATION:

Master of Technology • December 2011	**Bachelor of Business Administration • May 2009**
Kent State University • Kent, Ohio	Kent State University • Kent, Ohio
Emphasis: Computer Technology	Major: Computer Information Systems
Cumulative GPA: 4.0	Major GPA: 3.70

COMPUTER SKILLS:

Hardware Devices:	Cisco 2500/2600 Series Routers; Cisco 1900/2950/3550 Switches; Cisco PIX Model 501; Dell Power Edge Servers; Dell OptiPlex workstations; HP Jet Direct/Network printers; VXL/WYSE Thin Clients
Network Protocols:	TCP/IP; IPX/SPX; DHCP; DNS; SNMP; RIP; IGRP; EIGRP; OSPF; VPN; 802.11x
Server Operating Systems:	Microsoft Windows Server 2000/2003; Microsoft Active Directory; Microsoft Exchange 2003; Citrix Metaframe XP; Novell Netware 5.1; Linux; Cisco IOS 11x/12x
Desktop Operating Systems:	MS-DOS; Microsoft Windows 95/98/ME/NT/2000/XP/CE.Net; MAC OS X
Application Software:	Ethereal; Lotus Notes; McAfee Enterprise Suite 7.1/8i; Microsoft Office (all versions including up to 2003); Norton System Works; Open Office; Remote Desktop; Samba; Shavlik HFNetChk; Sophos Antivirus; Symantec Ghost 7.5/8.0; Veritas Backup Exec 9.1; VM Ware; VNC
Programming Skills:	HTML; JCL; Oracle iSQL; Visual Basic 6.0
Computer-Related Training:	Microsoft Security Guidance Training Clinic; Cisco Internetworking, Advanced Cisco Internetworking, Linux Operating Systems, Windows 2000/2003 Client-Server Networking workshops

RELATED WORK EXPERIENCE:

<u>**Network Administrator**</u>
>Acendex, Inc. • Beachwood, Ohio • January 2012-Present
>- Provided network support and administration to large Cleveland based health care facility
>- Maintained high availability and stability in a fast-paced Windows 2000/2003 server, desktop, and Citrix Metaframe XP environment
>- Coordinated with fellow network engineers and application vendors to upgrade software that enhanced the overall network infrastructure

<u>**Consultant (Self-Employed)**</u>
>Cleveland/Akron Areas • August 2010-Present
>- Performed PC installs, upgrades, and repairs on hardware and software for customers in the Greater Cleveland/Akron areas
>- Installed wired and wireless networks for customers using Linksys and D-Link equipment

LAN Systems Specialist (Graduate Assistant)
> Office of the University Registrar, Kent State University • Kent, Ohio • August 2009-December 2011
> - Provided network and desktop support to over 100 users across six departments within division
> - Supplied hardware and software recommendations to management
> - Managed several projects that enhanced systems administration and information security policies across division
> - Assisted management in the creation and modification of user and computer security policies for network infrastructure

Lab Instructor – Internetworking Workshop
> College of Continuing Studies, Kent State University • Kent, Ohio • October-November 2010
> - Instructed 20 graduate and undergraduate students in a hands-on workshop on fundamentals of LAN/WAN internetworking using Cisco routers, switches, and firewalls
> - Taught students basic networking concepts and technologies pursuant to CCNA exam
> - Assisted laboratory professor in creating lesson plans for each class session

Student Project Coordinator
> Libraries and Media Services, Kent State University • Kent, Ohio • January-August 2010
> - Encoded archived personal interviews from audio cassette to mp3 format for Kent State University May 4th Task Force
> - Encoded educational videos from VHS to mpeg files and converted to DVD format

Computer Lab Monitor (Intern)
> Client Services, Kent State University • Kent, Ohio • August 2008-May 2009
> - Managed user activity in several student computer labs across university campus
> - Provided training and technical support on software applications to users
> - Resolved computer hardware and software issues as needed

SPECIAL PROJECTS:
> - Migrated all users and computers in supported offices within Enrollment Management and Student Affairs division from Novell Netware Directory Services to Microsoft Active Directory Services
> - Standardized procedures for workstation deployments and operating system image management within Office of the University Registrar
> - Created inventory tracking database for hardware, software, and network configuration information for all devices within supported offices of Enrollment Management and Student Affairs division

AWARDS/ACTIVITIES:

Nominee • Total Quality Service Award • Enrollment Management/Student Affairs Division • Kent, Ohio
> • March 2011

Active Member • Kent State Linux-UNIX Users Group • Kent, Ohio
> • March – December 2010

Active Member • Kent State Network Users Group • Kent, Ohio
> • August 2006 – December 2010

Eagle Scout Award • Boy Scouts of America, Greater Cleveland Council • Euclid, Ohio
> • September 2005

HOBBIES:
> Chess, rappelling, cycling, golf, running