



Curriculum Vitae

Personal information

First name / Surname **Albeanu Daniel**
 Address Rezervelor Street, Militari Residence, Bucharest, Romania
 Mobile +40728 344 408
 E-mail Albeanu.daniel@gmail.com
 Nationality Romanian
 Date of birth 01.09.1986
 Gender Male

Desired employment **Activities of planning, deploying, supporting, maintaining and optimizing IT**
Occupational field **infrastructures**

Work experience

Dates 05.09.2006–01.05.2013
 Occupation or position held **IT System Administrator**
 Main activities and responsibilities

- Performing system maintenance and offering user support;
- Installing software / hardware components;
- Diagnostics, troubleshooting IT infrastructure, desktops, laptops and Macs;
- Support in acquisition of hardware, software and networking devices for the clients;
- Configuring, monitoring and maintaining email applications or virus protection software;
- Performing data backups and disaster recovery operations;
- Modifying existing software to correct errors, to adapt it to new hardware or to upgrade interfaces;
- Monitoring of network performance to determine whether adjustments need to be made and where changes need to be made in the future;
- Maintaining contact with externalized service providers (internet providers, hosting, VPN, cloud storage providers), handling tickets, client feedback and proactive management for future problems;
- Escalating complex problems to internal departments based on client needs (web, networking), flow management during identification, solving, solution implementation and client follow-up;
- Preparing reports or correspondence concerning project specifications, activities or status;
- Maintenance and inventory of all client side networking / software / IT devices;
- Documentation of all activities.
- Responsible for the hardware installation and configuration; clusters installation/ configuration/maintenance;
- Operating system installation and configuration; diagnose and troubleshooting operating systems problems;
- Maintain contact with hardware/software providers regarding failures and collaborate with them for solving all issues
- Participates in implementation of new projects
- Development and maintenance of infrastructure documentation;
- Development, documentation, and implementation of operational support procedures;
- Installing and configuring Nortel and Cisco VoIP Telephones, analogic central and telephones
- Troubleshooting and configuring any company based special software

Name and address of employer SC Class IT Outsourcing SRL, str. CaleaGrivitei, no. 136, Bucharest

Clients that i worked with S.C Rompetrol Downstream, Global Security Systems, Otto Broker, Get's Bet.

Education and training

Dates 2010-2012

Title of qualification awarded Agricultural Business and Management diploma

Principal subjects/occupational skills covered The main study courses:
- Management of Agricultural Business

Name and type of organisation providing education and training "Universitatea Bioterra" - Agricultural Business and Management
Field of study: Agricultural Business

Dates 1999 - 2004

Title of qualification awarded Baccalaureate diploma

Principal subjects/occupational skills Telecommunications Engineer

Name and type of organisation providing education and training "Gheorghe Airinei" Highschool
Field of study: Telecommunications Engineering

Level classification - baccalaureate

Personal skills and competences

Mother tongue(s) **Romanian**

Other language(s)

Self-assessment

European level (*)

English

Spanish

Understanding				Speaking				Writing	
Listening		Reading		Spoken interaction		Spoken production			
C2	Independent user	C2	Independent user	C2	Independent user	C2	Independent user	B2	Independent user
B1	Independent user	B1	Independent user	B2	Independent user	B1	Independent user	B1	Independent user

(*) [Common European Framework of Reference for Languages](#)

Technical skills and competences **Microsoft IT Professional Skills**

Windows Server 2008 Active Directory, Configuring

- Configuring Domain Name System (DNS) for Active Directory
- Configuring the Active Directory infrastructure
- Configuring Active Directory Roles and Services
- Creating and maintaining Active Directory objects
- Maintaining the Active Directory environment

Windows 7, Configuring

- Installing, Upgrading, and Migrating to Windows 7
- Deploying Windows 7
- Configuring Hardware and Applications
- Configuring Network Connectivity
- Configuring Access to Resources
- Configuring Mobile Computing
- Monitoring and Maintaining Systems that Run Windows 7
- Configuring Backup and Recovery Options

Windows 7, Enterprise Desktop Support Technician

- Identifying Cause of and Resolving Desktop Application Issues
- Identifying Cause of and Resolving Networking Issues
- Managing and Maintaining Systems That Run Windows 7 Client
- Identifying Cause of and Resolving Security Issues

Administering Office 365 for Small Businesses

- Administer Microsoft Office 365
- Administer Exchange and Lync Online
- Administer SharePoint Online

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Networking Skills

- Installing and troubleshooting basic hardware and software required to communicate in a network;
- Optimizing network design in regard to segmentation, collision and broadcast domains;
- Implementing and troubleshooting basic IP addressing and subnetting schemes;
- Identifying the key characteristics of common WAN configurations and technologies;
- Installing, configuring and troubleshooting Cisco switches;
- Managing Cisco router IOS and configuration files;
- Performing, saving and testing an initial configuration on a router, modifying an existing configuration;
- Evaluating, configuring and troubleshooting routing protocols, static routes and default routes;
- Creating and maintaining detailed documentation of a network.
- Installing and configuring Fortigate routers

Computer skills and competences

- Advanced knowledge of Microsoft Office: 2003 / 2007 / 2010 / 2013;
- Advanced knowledge of Windows operating systems: XP / Vista / 7 / 8;
- Advanced knowledge of Mac OS X, Troubleshooting;
- Advanced knowledge of Cobian Backup and Data Recovery software;
- Creating, deploying and managing Virtual Machines using VMware;
- Performing basic troubleshooting for the Cisco IP Telephones
- Advanced knowledge of antivirus software: Kaspersky Business Space Security, Norton Antivirus, Microsoft Forefront Antivirus, Comodo with firewall and Bitdefender

Other courses / diplomas**Administering Office 365 for Small Businesses - 74-324**

- Administer Microsoft Office 365
- Administer Exchange and Lync Online
- Administer SharePoint Online

Achievement Date : 03/05/2013

Driving licence	In progress cat B.
Additional information	<p>Microsoft Certification ID: 9838495; Transcript ID: 1103107; Access Code: microsoft https://mcp.microsoft.com/authenticate/validate/mcp.aspx</p> <ul style="list-style-type: none"> • LinkedIn profile: ro.linkedin.com/pub/daniel-albeanu/60/b5/916/