Kyle Timins

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161 Oxford Drive
South Windsor, CT 06074
(860) 212-2254

July 18, 2013

Gregg Digenarro
Position Here
Travelers Ins
Grove Street
Hartford, Connecticut 06183

Dear Gregg Digenarro:

I would like to formally apply for the IT Early in Career program. As you are aware, I have a volume of experience with the company starting when I participated in the summer IT intern program for the last three years.

My IT experience gives me ability to apply technology to various areas. Some of the areas I have knowledge in includes security, networking, Linux, scripting, and learning new programs and processes. Please refer to my resume for examples demonstrating these skills.

i I appreciate your consideration and look forward to discussing this opportunity to advance my IT career at Travelers.

Sincerely yours,

Kyle Timins

encl: Resume

Kyle R. Timins

161 Oxford Drive
South Windsor, CT 06074
(860) 212-2254
rzitex@gmail.com

OBJECTIVE   Seeking an opportunity to participate in Travelers' IT Early in Career Program.

EDUCATION   *Bachelor of Science,* Computer Software Engineering
Vermont Technical College, Randolph Center, VT expected May 2014
Achievements:
- High School academic awards received in Math, Science, and Technology
- Recipient of Vermont Technical College four year Presidential Scholarship for excellence in high school academics

COMPUTER SKILLS   *Languages:* Perl 5, Java, HTML, Bash, LaTeX
Operating Systems: GNU/Debian, Linux, Unix
Certifications: Cisco CCNA Discovery 1-4

EXPERIENCE

IT Summer Intern   Jun '13 – Aug '13
Travelers Ins., Hartford, CT
OAI-SYS Department – Information - Systems Security
- Created Perl 5 scripts to perform metrics on compliancy
- Created and maintained database of Portable Media Exceptions
- Created basic list of endpoint security.

IT Summer Intern   Jun '12 – Aug '12
Travelers Ins., Hartford, CT
OAI-SYS Department – Service Management
- Created Perl 5 scripts to increase efficiency and automation of Server Audits
- Performed Server Audit
- Headed XMatters add-on research to increase escalation efficiency
- Worked on N05/C03 patches for BMC TM ART monitoring system

IT Summer Intern   May '11 – Aug '11
Travelers Ins., Hartford, CT
OAI-SYS Department – Advanced Technologies
- Created Perl 5 scripts to increase efficiency and automation
- Fixed web applications to allow for cross-browser compatibility
  - Allowed custom tool tip pop-up to be used in non Internet Explorer browsers
  - Create copy from browser work-around for non Internet Explorer browsers
- Remotely reinstalled firewall device operating system and created written documentation
- Organized retired Cisco networking equipment for recycling

COMMUNITY SERVICE   Food Share volunteer, Varney Farm, South Windsor, CT   2008 – 2010
- Featured in 2010 Food Share monthly newsletter

EXTRA-	Server maintainer of VTC Adventurers Guild (Gaming Club)	2010 – 2012
CURRICULAR	Co-founder and President of VTCsec (Security Club)	2011 – 2013
ACTIVITIES	Competed in NYU Poly CSAW CTF	2011 – 2012
	Participated in CCSCNE Programming Competition	Apr 2013