SYSTEM ANALYST II/ NETWORK ADMINISTRATOR - IT O&M SECURITY TEAM LEAD

Professional Summary

I am an energetic professional with extensive background in Network Administration, customer service, Inventory, Network Security, and Physical Security (Door Access Control). I have been recognized for my commitment and dedication to clients as well as adaptability in changing corporate environments. I possess keen analytical skills and am an excellent communicator. I have also gained knowledge and experience in the IT field to years of exposure to Networking and Programming as a Network Administrator II. Currently, I am specializing in IT Security, both Network and Physical. I am proficient in Microsoft Server 2003-2008, Microsoft 7 Software, Retina Network Vulnerability Scanner, Symantec Endpoint Protection, GE Alliance Door Access Control System, Asset Inventory, and Shavlik Patch Management Software.

Skills

- Excellent problem-solving abilities
- Network maintenance
- System backups
- Excellent communication skills
- Windows and Linux
- System upgrades
- Network upgrades
- Website maintenance

Work History

11/2008 to Current
System Analyst II/ Network Administrator - IT O&M Security Team Lead Byrne Dairy Stores â€" Utica , NY

- Serves as the Security Team Lead for the IHS-ARIP Contract and CNCS Contract.
- The duties associated with this position include anything deemed a security nature ranging from Continuity documentation, (the creation, revision, and updating of) to coordinating with the contract's ISSO on security matters.
- Assists in revising the Continuity of Operations Plan (COOP), the Business Impact Analysis (BIA), Disaster Recovery, Contingency plans, and the System Security Plan (SSP) for the IHS-ARIP contract and CNCS contract.
- Also assists with the task of getting CoTs re-Certified and Accredited every 3 years.
- Assigned to assist the Security team sent by FMCSA each month in the vulnerability scanning of the multiple DoT-related Networks.
- This also includes reviewing the reports submitted by the FMCSA Security team and creating outlines and Justifications & Fixes documents to address any vulnerability found.
- Serves as the deputy team leader on the combined CMMI project called CA IHS-ARIP IT Security.
- This CMMI project was formerly two CMMI projects; the CA Vulnerability Scanning and Control project and the CA Patch Management Plan project.
- While this project is based on tasks as requirements of his position, the CMMI process includes increased documentation, making WAR entries on the CoTs Intranet, and the utilization of Microsoft Office Project to maintain the execution of these projects.
- Responsible for all security applications at CoTs, both physical and software.
- Sets up and currently maintains the Badge Security System powered by G.E.
- Alliance.
- Responsible for creating facility badges for all employees at CoTs.
- Also responsible for adding, deleting, or editing the door access rights of employees' badges as needed.
- Runs reports on the badge activity of employees as requested.
- Creates and maintains all documentation associated with the Security System or the usage of facility badges.
- Migrated the Firewall on the Web Servers to Symantec Endpoint Protection.
- Responsible for the monthly vulnerability scanning of the CNCS Network.
- This also includes reviewing the reports and creating outlines and Justifications & Fixes documents to address any vulnerability found.
- Placed in charge of installing and managing the Symantec Endpoint Protection on all Servers, workstations, and laptops on the CoTs corporate network.
- Works with the CNCS ISSO in evidence gathering for the annual assessment of Security Controls.
- Assisted in the recommendation, testing, configuration, and deployment of the Manage Engine Security Manager on the CNCS network.
- Was a main point of contact with the turn-in of Government Furnished Equipment (GFE) to FMCSA.
- Completed and received certification from an onsite course for IT Infrastructure Library (ITIL) Foundation.

09/2007 to Current
System Analyst II/ Network Administrator COmputing TechnologieS, Inc. â€" City , STATE

- Inventory Custodian for all items purchased under IDQCP-SS Contract.
- Has continued this task into the current DOT-FMCSA_IHS-ARIP contract as well as being the inventory custodian for the DoS contract and CNCS contract Familiar with the equipment on site at the Fairfax location through detailed inventory and this, in turn, creates greater developed inventory-based practices here at CoTs.
- Responsible for keeping track of the warranties of all software and hardware used by DOT-IT or the users on the DoT network.
- In charge of the AID requests that DOT-IT puts in for all items purchased.
- Experienced in making office supply orders.
- In charge of inputting all new items and editing current items in our new Online Inventory System.
- Is responsible for keeping track of the warranties of all software and hardware used by DOT-IT or the users on the DoT network.

10/2005 to Current
Programmer/System Analyst I COmputing TechnologieS, Inc. â€" City , STATE

- Primarily deals with Windows-based programs and operation systems and Network Administration within the Department of Transportation

(DoT) Computer Networks at CoTs.

- Experienced in setting up a Network Operating Center NOC by helping in the designing and setting up of the NOC currently located on the 5th floor of the CoTs Fairfax location.
- Performs daily server maintenance duties as laid out in the daily task sheet Performs all application patches as well as upgrades on the servers and workstations in the network through the use of Shavlik Netchk Protect, and later upgraded to, the VMWare Protect Essentials application.
- Reviews CoTs' Track-IT system that lists work orders put in by users on the network and completes the work needed on such orders.
- Proficient in Symantec Endpoint Protection; delivering up-to-date virus definitions and scheduled scans to entire Network as well as maintaining and administering all Symantec Firewall policies on the Network.
- Knowledge of creating, editing, and managing both users and computers through Active Directory and two Domain Controllers running Windows Server 2003 and later, Windows Server 2008.
- Gained knowledge in the building and rebuilding workstations with the OS of Windows XP Professional and Windows 7 Professional.
- Has experience in building servers that run Windows 2003 and Windows 2008 Server.
- Has a fair understanding in the backing up of data through Ultrabac.
- This understanding has extended into knowing how to do Image Restorations.
- Reviews the Warranty list on a monthly basis to see what hardware and software warranties need to be renewed.
- Can create data and phone cables as well as attach them to the walls.
- Proficient in the maintenance and use of office equipment such as printers, copiers, fax machines, telephones, and scanners.

06/2004 to 10/2005
Account/Sales Manager Spherion Sprint â€" City , STATE

- Responsible for the activation, maintenance, editing, and deactivation of Sprint Cellular accounts.
- While there, became an expert in all of Sprint's products and plans.
- Proficient in sales, and was consistently rated in the top 10 for sales in my area.
- Focused on giving customers precise and friendly experience when they called in.
- Handled the activation and deactivation of cell phones.
- Responsible for helping with the replacing of a phone through the customer's cell phone warranty.
- Entrusted with taking payments from customers.

02/1997 to 06/2004
Shift Supervisor Kentucky Fried Chicken KFC â€" City , STATE

- Supervised shift assignments, payroll, opening setup, and closing cleanup of the store.
- Managed the daily work crews of 6 to 12 people.
- Performed daily and weekly inventory and was responsible for making food orders.
- Personally supervised the handling of money by doing scheduled cash drawer audits and bank deposits.

Education
Associate of Science : Lamar University - City , State
Business Administration Completed partial training toward a degree in Business. Computer Science
1 1997
High School diploma :
West Brook Sr. High School - City , State

Received High Diploma

Associate of Science : Comptia Security + CBT Nuggets Online Course - City
Certifications
Juniper Path Training. IPv6 course from Learning Tree. Microsoft Exchange course from Learning Tree. CBT Nuggets Video Training IT Infrastructure Library (ITIL) Foundation Certification Course CoTs-based training of Online Inventory as an Inventory Custodian
Accomplishments
â—Â IT Infrastructure Library (ITIL) Foundation Certification Certificate
â—Â 2009 spot bonus and recognition of superior service from FMCSA COTR
Skills
Active Directory, Backup, cables, closing, CA, HARDWARE, Computer Networks, Encryption, designing, Disaster Recovery, documentation, DoS, editing, fax machines, Firewall, General office, Government, Image, Inventory, IP, ISA, ITIL, Laptops, Team Lead, team leader, managing, access, Microsoft Exchange, money, Microsoft Office, Office, Microsoft Visio, Windows 7, Windows, Windows XP, Works, Network Administration, Network Security, Network, Networks, office equipment, OS, payroll, copiers, policies, printers, sales, Scanner, scanners, Scanning, Servers, SSP, Switches, Symantec, telephones, phones, phone, Track-IT, Transportation, Uniface, upgrades, Video, Web Servers
Additional Information

- HONORS AND AWARDS 2009 spot bonus and recognition of superior service from FMCSA COTR SECURITY CLEARANCE Public Trust clearance (Department of Transportation (DoT), Department of State (DoS), Committee for National Community Service (CNCS))