Mo Taei

System Administrator

(949) 547-7659

mtaei@icloud.com

Los Angeles, CA

LinkedIn, Portfolio

SUMMARY

Motivated System Administrator with nearly five years of experience currently part of the DreamWorks Animation system administration team with a focus on optimizing processes, improving system uptime, and enhancing efficiency across multiple platforms (Windows, Linux, and macOS), with a focus on collaboration and continuous learning

WORK EXPERIENCE

System Administrator, Operations

DreamWorks Animation | **Glendale, CA** | **2021 – Present**

- Package and deploy applications, policies, scripts, and security updates studio wide using JAMF and SCCM
- Build, install, maintain, and troubleshoot Linux, macOS, and Windows systems
- Manage all aspects of software installations including licensing
- Provide technical expertise and ownership of application debugging for most departments
- Analyze issues and create solutions for hardware and software problems
- Assist in creating and maintaining documentation related to the support of the studio
- Working closely with the engineering departments on supporting the infrastructure upgrades and changes
- Serve as the primary point of contact providing support for the operations of the studio and our initiatives through phone calls, ticketing system, and desk side visits
- Work with System Engineers and Architects on projects in support of studio initiatives

Junior System Administrator

CISSDM | **San Clemente, CA** | **2018 – 2021**

- Developed and implemented scripts using multiple programming languages (Python & PowerShell) to follow company-wide department standards for new hire group assignments, shared drives, and SharePoint access. As well as scripts for shared mailboxes, automated displays, and granting permissions within the Office 365 environment
- Enhanced current security practices by enabling and enforcing two-factor authentication for Office 365 organization-wide, ensuring all systems were kept up to date, and performing timely upgrades
- Assisted in and troubleshooted the day-to-day VPN and connectivity issues during an increase in working from home and maintaining 99.99% uptime.

SKILLS

- Scripting (Python, PowerShell, Bash)
- Patch Management
- Troubleshooting
- Adaptability and Teamwork
- Creative (Photoshop, Presentations, Video Production)
- Trilingual (Arabic, English, and Farsi)

EDUCATION

California State University, Fullerton | Computer Science | 2020 - Current