**JARROD NOBLE**

2525 Second Street, Fayetteville NC // (910) 999-9999 // JarrodNoble@comcast.net

***Award winning and highly accomplished Network Administrator with proven***

***track record of reducing operating expenses and increasing productivity.***

**HIGHLIGHT OF QUALIFICATIONS**

* Nine years of experience in network administration & technical troubleshooting.
* Outstanding record of resourceful cost reduction.
* Reputation for exceptional leadership and for consistently performing at the highest level.
* Knowledgeable in wide variety of networking environments and software applications.
* Team player with excellent interpersonal and communication skills.

**COMPUTER SKILLS**

**Operating Systems**: Windows NT 4.0 and 3.51, Windows for Workgroups 3.11, WANG COBOL

**Software Applications:**MS Office 2000, MS Exchange and MS Outlook, MS Internet Explorer

**Networking Protocols:** TCP/IP, NetBui

**Hardware:** Personal computers and laptops, backup domain controllers, print servers, HP Laser-jet printers, high speed printers, and related peripherals: DVD/CD ROMs, scanners, modems, etc.

***NETWORK ADMINISTRATION***

Responsible for all software and hardware utilized by squadron personnel. Key accomplishments include:

* Successfully maintained, troubleshot, and repaired array of hardware & software applications.
* Oversaw all user accounts, assigned security rights, and provided desktop support.
* Prepared and coordinated of all data file transfers with local and outside agencies.
* Fully accountable for over 400 pieces of computer equipment valued at over $1.5 million.
* Provided PC configuration, procurement and installation of over 100 desktop computers.
* Dramatically improved computer peripheral inventory through aggressive inspection schedule.

***MANAGEMENT & TRAINING***

Responsible for all training of computer systems, software applications, local and wide area net­works, and peripheral equipment. Key accomplishments include:

* Currently manage mainframe and Windows NT computer systems supporting 150 users.
* Supervised and trained over 50 individuals in Mainframe Information Management Systems.
* Saved thousands of dollars by establishing training classroom and revitalizing productivity.
* Exceeded facility’s goals by training over 98% of squadron personnel.
* Trained all users and wrote over 100 pages of operating manual.
* Managed all phases of work order completion from receipt of order to finished product.

**MILITARY ASSIGNMENTS**

2005 - Present **15th Civil Engineering Squadron**, Pope AFB, NC

2000 -2004 **514th Civil Engineering Squadron**, Scott AFB, IL

**SECURITY CLEARANCE**

Top Secret with current Special Background Investigation