TOPE DAVID MATTHEW

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INFORMATION SYSTEMS / IT ADMINISTRATOR / DATA ANALYST

PROFESSIONAL SUMMARY

Information Systems, IT Administrator and Data Analyst with a Master's degree in Computer Science and 9+ years leading academic and enterprise IT operations. Experienced in managing ERP-powered systems, virtualized infrastructure, Active Directory, and network workflows, with a focus on process optimization, automation, and governance. Skilled in Python, SQL, scripting, and workflow automation, leveraging structured troubleshooting and operational oversight to ensure high system availability and data integrity. Maintains a personal lab and portfolio (davidoncloud.com) to prototype solutions, streamline processes, and demonstrate practical, results-driven systems management. Recognized for cross-departmental collaboration, structured documentation, and operational leadership in complex IT environments.

CORE TECHNICAL SKILLS

- **Information Systems & Data Analysis**: Systems evaluation, workflow optimization, structured troubleshooting, reporting automation
- **IT Infrastructure & Administration**: Windows Server, Linux, Active Directory, TCP/IP, DNS, DHCP, VPN basics, virtualization (VMware, VirtualBox)
- **Data Management & Reporting**: SQL/MySQL, Excel (advanced), Google Sheets, Power BI, Gradent, data cleaning & validation, batch processing
- **Automation & Scripting**: Python, PowerShell, Bash, ETL processes, workflow automation
- **Software & Platforms**: ERP systems administration, Monday.com workflow setup, Microsoft 365 (Outlook, Word, Excel, Teams), Fabric, Azure, domain & hosting management
- **Operations & Governance**: Technical documentation, process improvement, access control, examination system administration, end-user support
- **Web & Development Fundamentals**: HTML, CSS, JavaScript, Git/GitHub version control

PROFESSIONAL EXPERIENCE

IT Systems & Network Consultant (Independent)   *Aug 2025 – Present*
North York, ON

- Designed and deployed an enterprise-style internal tech environment using Cisco network switches, router, and multi-platform virtualization (VMware Workstation Pro, VirtualBox) to simulate enterprise networks.
- Configured Active Directory, DNS, DHCP, inter-VLAN routing, and access controls to enforce policy and maintain secure workflows.
- Automated deployment, configuration, and maintenance tasks with PowerShell/Bash scripts, integrating versioned workflows through Git/GitHub.

- Managed system and device lifecycle, including provisioning, firmware updates, and virtual/physical infrastructure monitoring to ensure high availability.
- Troubleshot network firewalls, routing conflicts, VLAN misconfigurations, and virtualized environment issues using CLI tools, remote consoles, and structured root-cause analysis.
- Maintained a professional portfolio (davidoncloud.com) and GitHub repositories documenting DNS/hosting configuration, CI/CD pipelines, automation scripts, and system design artifacts.
- Engaged in continuous professional development with focus on Cisco CCNA, cloud architecture foundations, and infrastructure automation.

Computer IT Instructor (Computer Science & Applied Computing)   *January 2024 – August 2025*
Pures College of Technology – Scarborough, ON

- Delivered hands-on instruction to 250+ students, bridging theory with practical systems administration for Windows, Linux, and virtualized lab environments.
- Implemented and maintained virtual labs with Windows Server 2019/2022, Windows 7/10/11, VirtualBox, VMware, including Active Directory configurations.
- Supported networking labs using Cisco IOS concepts, Packet Tracer, and physical switches, teaching VLAN concepts, device connectivity, and troubleshooting.
- Guided installation, configuration, and troubleshooting of development environments: Eclipse, VS Code, MySQL, Python, HTML/CSS/JavaScript.
- Maintained classroom systems, repeatable setup and documenting troubleshooting procedures.
- Processed and validated academic records for 250+ students across multiple semesters.

Systems & Data Analyst / System Programmer   *March 2017 – August 2023*
Head of Department - System Programmer's Office
Federal University of Technology, Akure (FUTA) – Centre for Continuing Education (CCE)

- Administered solely the Centre's ERP-backed academic systems, supporting 4,000+ users across admissions, examinations, reporting, identity management, and role-based access.
- Modernized workflows, reducing result processing from 3–5 days to same-day completion, reclaiming 200+ staff hours annually using Python, SQL, and ETL automation.
- Designed onboarding/offboarding workflows integrating Active Directory and RBAC, ensuring secure and compliant system access.
- Implemented and configured Windows Server (2019/2022) and Windows client OS (7/10/11) in VirtualBox/VMware for operational and lab environments.
- Conducted cross-functional ERP integrations with central IT, finance, audit, and academic departments to maintain data consistency across 4,000+ users.
- Developed automation scripts and reporting workflows to streamline tasks, improve data accuracy, and reduce manual errors.
- Administered examination technologies, including biometric verification, CCTV workflows, and secure handling of digital evidence for 300+ candidates per session.

EDUCATION

Master of Technology (M.Tech.) – Computer Science (2019)   Federal University of Technology, Akure

Bachelor of Technology (B.Tech.) – Computer Science (2014)   Federal University of Technology, Akure