

## **Professional Profile**

### **Career Objective**

*Diligent and resourceful information technology professional seeking gainful employment; possess expertise in establishing schedules and project parameters with strong ability to contribute to strategic plans and project reviews.*

### **Skills Summary**

- Team building
- IT & Business strategy
- Vendor Management
- Cost and budgeting analysis
- Project planning from inception to completion
- Acceptance Testing
- Change management within CRM, & finance applications
- Web development: HTML, CSS, Bootstrap, JavaScript

## **Professional Experience**

### **Primary Functions:**

#### **CrossConnect Engineering, Inc. / February 2016 – December 2017**

##### *Technical Project Manager*

- Coordinate all major network infrastructure milestones with the client and the Cisco network engineering teams
- Uses Microsoft Visio linked into cloud-based project management software to generate custom detailed project road maps, plans and schedules available for all applicable parties
- Assist client and engineers in developing final network acceptance testing and ensure the test has been completed in a timely manner
- Schedule after-hours maintenance windows to ensure minimal network impact during major deployments
- Define network protocols, processes, and tools best suited to each project
- Document change-management and provide a location for the client to review any deviations
- Delivers quality assurance regarding budget targets and project outcomes
- Schedule meetings with all invested parties to assess project status and overall health
- Create formal Bill of Materials based on project and client requirements and serve as the purchasing point of contact for the project duration
- Purchase all project Cisco networking hardware, software, and licensing and coordinate delivery logistics
- Register SMARTnet contracts on Cisco networking devices and services on behalf of the client to ensure adequate support
- Provide after-hours support and escalation for network infrastructure and security managed service clients

#### **The Sanborn Map Company, Inc. / February 2015 – February 2016**

##### *IT Manager & Storage Administrator*

- Manage all aspects of an on-site secondary datacenter implementation from inception to project completion
- Assess IT infrastructure disaster planning, design and document an appropriate plan of action
- Create master project itinerary for all IT departmental staff, implement periodic health checks including final acceptance testing
- Design a multifaceted plan of action to update all Microsoft-based operating systems to Windows 7 or higher and Microsoft Server 2012 or higher
- Advise senior staff and executive board members on overall IT department annual budgetary concerns
- Manage several proprietary software migrations from on-site hosting to Amazon Web Services (AWS)
- Generated cost/benefit analysis to executive staff for IT annual infrastructure updates and preventative maintenance
- Create redundancy and load balancing for business critical operations
- Implement new Cisco ASA firewall to exceed future operational/business needs
- Maintain network switching/routing for all corporate markets
- Corporate VOIP administration

- Tier II, and III storage solutions, administration and design
- Managed 2 petabytes of online storage and 10 petabytes of offline storage

**The Sanborn Map Company, Inc. / May 2012 – February 2015**

*Sr. System Administrator and Facilities Coordinator*

- Install and administer various desktop/server OS platforms:
  - Microsoft Server 2003, Microsoft Server 2008, Microsoft Server 2012, Windows XP, Windows ME, Windows 7, Windows 8 and Linux distributions such as Redhat, Ubuntu, SUSE, CentOS, and ESX server
- Design custom mobile production environments for field data processing
- Create, implement, and maintain IT office policies and procedures
- Evaluate and resolve helpdesk tickets, and delegate tickets to colleagues
- Provide desktop hardware and software troubleshooting, service, repair, and maintenance
- Microsoft Exchange 2010 and user account administration
- Purchase, monitor, and maintain all IT hardware assets and inventory
- Active Directory administration
- Design stand-alone storage solutions to exceed operational/business needs
- Manage corporate software licensing contracts and portals
- Create and maintain virtual environments in VMWare ESX, Xen

**The Sanborn Map Company, Inc. / May 2010 – May 2012**

*Geographic Information Systems (GIS) Technician I*

- Design Python scripts to automate complex geoprocesses
- ESRI database creation and administration
- Assess data integrity and topology using automated tools
- Responsible for content distribution, process workflow, and training
- Create digital elevation models and terrain models to produce elevation tools
- Utilize various ESRI ArcGIS software packages to meet standards on annual projects
- Review orthographic imagery for quality control

**Aubrey Electric, Inc. / June 2005 – June 2009**

*Electrician*

- Worked in both residential and commercial environments (remodel and new construction)
- Developed troubleshooting skillset on various electrical systems
- Set residential and commercial electrical services
- Studied and maintained a firm foundation in the National Electric Code
- Interpret, plan, and create project layouts derived from electrical blue prints
- Effectively communicated change requests with all parties and developed a plan of action based on best-available solutions

**Education**

PIKES PEAK COMMUNITY COLLEGE

May, 2012

*Associates Degree GPA 3.4*

NEW HORIZONS COMPUTER LEARNING CENTER

April, 2014

*Cisco - Interconnecting Cisco Networking Devices Part I*

WEB DEVELOPER BOOTCAMP by Colt Steele @ Udemy

April, 2018

*HTML, CSS, Bootstrap, JavaScript, NodeJS, JQuery, MongoDB, JSON*