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

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| --- | --- |
| * 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 heath
* 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 orthorgraphic 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 1*

WEB DEVELOPER BOOTCAMP by Colt Steele @ Udemy April, 2018

*HTML, CSS, Bootstrap, JavaScript, Node.JS, JQuery, MongoDB, JSON*