

FIRST M. LAST

Information Technology - Network Systems

1434 Whitehall Avenue
Centerville VA 20120

301-788-3130
lastname@mail.com

Highlights:

- Extensive technical expertise in information technology and systems.
- Proficient in network planning, configuration, and implementation.
- Highly intelligence, adaptable, and a quick learner.
- Proven problem-solver with a solid work ethic.
- Secret Government Security Clearance.
- Seasoned supervisor and team player.
- Bilingual English and Vietnamese.

Education: BS, Information Systems, University of Maryland at Baltimore
 MCSE (Microsoft Certified Systems Engineer)
 CCNP (Cisco Certified Network Professional)
 CCNA (Cisco Certified Network Associate)

Proficiencies:

Computer Network Planning	Network Systems Administration	Network Encryption Systems
Cisco Routers and Switches	Windows NT and 2000 Servers	Unix /Unix Security
Information Systems Security	Video Teleconferencing Systems	TCP/IP, IPX/SPX Protocols
Sun/Solaris Servers	MS Exchange 5.5	Windows NT/2000/XP Clients
Wireless LAN	Automated 3M System	Shipboard Non-Tactical ADP

Experience:

Information Technology.

- Flawlessly configured and maintained computer networks for up to 1000 end-users, demonstrating proficiency with Windows 2000, Sun Solaris servers, and firewalls.
- Installed and ran Cisco PIX 501 firewalls, and executed internal security policies for a private school.
- Outstanding technical support for numerous business and government organizations in the establishment and maintenance of respective network systems, ensuring 100% uptime.

Supervision & Resource Management.

- Successfully supervised up to 15 technicians; effectively organized workloads, projects, and provided trouble-shooting guidance.
- Implemented a highly successful training program that significantly improved personnel performance.
- Outstanding management of assets valued at over \$500,000.00, including prudent use of funds.
- Established a highly effective hazardous materials management program that ensured compliance with all federal, Department of Defense, and U. S. Navy requirements.

Problem Solving.

- Astute analytical abilities contributed to significant cost avoidance and enhanced operational efficiency.
- Diagnosed a recurring booting problem, and recovered crucial data on an IBM Netfinity Server for a health care organization.
- Provided exceptional technical and logistical support during a two-month ship repair availability, resulting in 100% accomplishment of all repair/upgrade requirements.
- Coordinated an organization-wide preparation for a comprehensive maintenance assessment, resulting in the highest possible grade for successful certification.

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Employment:Supply and Logistics Supervisor.

Supply Department (S1), USS Tortuga, LSD46, Norfolk VA

2003 – present

Crewmember.

Deck Department, 3rd Division, USS Tortuga, LSD46, Norfolk VA

2002 – 2003

U. S. Navy Recruit Trainee.

Recruit Training Command, Great Lakes IL

2001 – 2002

Network Administrator.

Digex Corporation, Beltsville MD

2000 – 2001

Network Specialist/PC Lab Manager.

Strayer University at White Marsh, Baltimore MD

1999 – 2000

Awards:

Numerous personal awards for superior and professional job performance, including:

- Secretary of the Navy Achievement Medal (two separate awards)
- Commanding Officer, USS Tortuga LSD46, Letter of Appreciation

Military:

Petty Officer Second Class (E5), Storekeeper, U. S. Navy (Surface Warfare)