

Catherine Haney
4187 Marine Drive
Garland, TX 75044
(123) 456-7890
yourmail@email.com

Objective:

Senior Network Administrator position in a multinational company

Highlights:

Senior network administrator with 14 years experience primarily as a LAN administrator, utilizing knowledge of WAN's and VPN for various industries. Earned an MCSE and CNA. Proven record of project management success evaluating, installing, and supporting all areas of the network and insuring appropriate resolution of problems during network outages and/or periods of reduced performance

Keywords:

• Installing and Upgrading Servers • Configuring Array Controls • Software Installations • Hardware Breaks/Fix • Desktop Support • Redeployment • Performing Daily Backups and Restores • Disposal of Equipment • Remote Server Management • Setting Up Hubs and Workstations • Streamlining Processes • New End-User Accounts

Technical Skills:

HARDWARE PC compatibles, Cisco routers (3600 series), Cisco switches (2900 series), Dun modems, scanners, Compaq servers (1850, 3000, 6000), DLT tape drives (75, 35/70), Compaq tape libraries, HP printers (4si, 5si, 4050, 8100), Lexmark printers, Jazz drives, HP plotters, Compaq 7700, Compaq DeskPro, Dell Optiplex Gx1, HP Vectra (VL, Vli8, VL 600), IBM ThinkPad, Toshiba Tecra (8000, 8100), Armada 300, 3Com hubs, DSU/CSU, Pix Firewall, Fast Ethernet Switches, Shiva

SOFTWARE MS Office Suite 9x, MS Internet Explorer (3x, 4x, 5x), MS Project, MS Exchange, Netscape 4x, LotusNotes, WordPerfect 5.0, Oracle DFW, SAP, PeopleSoft, Attachmate for Windows, Crystal Ball, Hummingbird Exceed, Filenet, PRIDE, Transcend ConnectorWare, Visio Professional, Visio Professional Shapes and Add-ons, Visio Standard, Visio Technical, Well Plan, Remedy, NDS Manager,

NW Adman 32, RconJ, Compaq Remote, Compaq SmartStart, Compaq Insight Manager, Insight Lightsout Addition, Ghost 6x, Arcserve 6.6, Citrix, SQL, Ping, Telenet, DHCP, DNS, IPXPing, Tracert, NetWare 5

PROTOCOLS TCP/IP, IPX/SPX, DLC, AppleTalk, FTP, HTTP, TFTP, ATM, FIDDI

OPERATING SYSTEMS

MS Dos 6.2, MS Windows (3x, 9x, 2000, NT), Novell (4x, 5x), OS2, Unix

Experience:

FJK Corporation

Houston, Texas

Senior Network Administrator

2008 to Present

Support and administer LAN and WAN systems for the business banking group, involving 14 sites, 500 end-users, 8 servers, 8 routers, 21 switches, 300 printers, 700 workstations with Windows 95, 2000, and NT operating systems, Dell and HP platforms, and Toshiba and Compaq laptops. Interact with the vice president of banking, business banking officers, commercial loan officers, administrative assistants, and loan processing support personnel. Interface with vendors from Dell, HP, and Compaq.

- Provided input and recommendations regarding purchase of \$2 million in inventory.
- Worked with an engineer to evaluate and repair the server at an office branch with more than 200 end-users unable to access network due to water damage.
 - Installed, repaired, and restored data.
- Worked all weekend to have system up and running first thing on Monday morning.

Central Texas CallCenters

Houston, Texas

Network Administrator

2002 to 2008

Coordinated data and voice communications for domestic and international operations of multi-billion dollar corporation. Held financial oversight of local, national, and international division communication budgets in excess of \$4.9M.

- Designed new systems application that provided Web-based monitoring of all telecommunications activities.
- Established technical infrastructure requirements, including voice communications, voice over IP, hardware/software applications, PBX, CMS, server applications, Oracle database, SQL database, Centre Vu IP, Meeting Place, and Centre Vu Supervisor.
- Analyzed costs resulting in reduction of \$17M in redundant technology-related expenses.
- Identified significant drain on corporate budget, reduced Cell-Pager-ISP expenses by 50% within 90 days.

**FW Stockyards
Systems Engineer**Houston, Texas
2000 to 2002

Managed local area network, servers, and communications connections to remote locations. Installed network concentrators, bridges, routers, and repeaters. Configured network servers and trained local administrators on standard network server procedures, including virus protection and other security measures.

- Directed electrician to install network cabling to industry standards during renovation project.
- Developed and implemented desktop computing and networking standards to simplify network environment and troubleshooting.
- Connected remote sites to central network system to allow direct transfer of production and sales data.
- Designed and implemented a database to track network equipment, computers, servers, and software.

Education:University of Virginia
M TechRichmond, VA
2000**certifications:**

- Microsoft Certified System Engineer (MCSE)
- Certified Novell Administrator (CNA)

References: Available upon request