



SUMMARY-

Senior Network/Systems administrator with over 15 years of experience. Managed numerous projects that resulted in a substantial savings for my employers. With strong troubleshooting and problem-solving skills; Maintained networks and servers for large user bases and adapted to users' needs and project requirements. Excellent communication, organizational and analytical skills with the ability to interface at all levels; Detail-oriented and track record of delivering solutions with minimal impact to production. Set policies and procedures, direct technical staff, and maintain responsibility for administrative as well as technical issues within their assigned area(s) of responsibility. Manage major and/or large, complex information systems activities and/or manage a unit or group

EXPERIENCE:

**September
2011 - Present** **SYSTEMS Admin / IT Manager**
Mendes & Mount LLC

- Strategic Trusted advisor to Executive staff
- Highly Successful management of various projects
- Maintain contact with vendors to assist with problem resolutions and technical research and purchasing of equipment in a cost-effective manner
- Installing and managing Windows servers in both Virtual (VMWARE ESX 5.5) and Physical environments on both HP and Cisco servers in standalone or a cluster using Fiber Channel Broadcom and QLogic switches
- Installing / Administering a Microsoft Exchange organization with clustering with Google smart host
- Citrix MetaFrame Presentation Server administration, maintenance, and troubleshooting to the Desktop
- Dell/Compellent SAN management using a fabric network
- Install / configure Cisco Catalyst and Nexus switches, Routers and 5515 firewalls
- Investigate and recommend enhancements, patches, and operating procedures that optimize network stability, performance, security, and functionality
- Work with the Help Desk and IT team members to analyze and eliminate recurring problems with end user PC or MAC
- Provide on-call after hours support for hardware or network related issues
- Administer / configure / Setup Disaster Recovery/Business Continuity site in Manassas, VA
- Install, maintain Interwoven 8.2 & 8.5 with verity and IDOL indexers respectively
- Setup Bring Your Own Device architecture
- Install / configure Appsense 9.5
- Active Directory and group policy management/ MS Project Management
- Deployed 150 AWS workspaces with direct connect
- Support Cisco ASA firewalls and Nexus switches

**June 2008 –
August 2011** **Systems Manager / Network Administrator / Help Desk Manager**
Hawkstone Capital LLC

- Strategic Trusted advisor to Executive staff
- Provide supervision to the supporting staff as the management head
- Maintain contact with vendors to assist with problem resolutions and technical research and purchasing of equipment in a cost-effective manner
- Evaluate, design, recommend and implement new technology with emphasis to save cost
- Sound financial management of the annual budget

- Maintenance, configuration and upgrade of all servers on 2000 with migration to 2003 then to 2008 with active directory, and Exchange 2003 with migration to 2007 responsible for up-holding network and workstation integrity following a migration to Office365
- Configuring Fortinet firewall
- Thoroughly familiar with Blackberry server 5.0 technology both on a server and handheld level
- Deployment, maintenance, patching, support and upgrade of servers, desktop PC, hardware, software, operating systems and printers.
- Network backups (Veritas 12.5) of exchange 2007, file and print services
- Troubleshooting and resolution of TCP/IP and related networking problems
- Responsible for server room / Datacenter environment, including AC and APC alarms
- Purchased and configured Dell Poweredge servers
- Installed from bare metal Exchange 2007 then converted to Office 365 with exchange
- Day-to-day network administration (management of user accounts, configuration and installation of servers)
- Support Mac users' for remote log in

May 2005 -
August 2011

IT Manager NY / Systems Manager / Network Administrator / Help Desk Manager
Gide Loyrette Nouel LLP

- Strategic Trusted advisor to Executive staff
- Provide supervision to the supporting staff as the management head
- Maintain contact with vendors to assist with problem resolutions and technical research and purchasing or equipment in a cost-effective manner
- Evaluate, design, recommend and implement new technology with emphasis to save cost
- Sound financial management of the annual budget
- Day-to-day network administration (management of user accounts, configuration and installation of servers, network switches Cisco and Avaya and routers)
- Maintenance, configuration and upgrade of all servers on 2000 with migration to 2003 then to 2008 with active directory, and Exchange 2003 with migration to 2007 responsible for up-holding network and workstation integrity
- Installing and configuring ProLiant DL380 G6 with VMWARE ESXi 4.0 running multiple VMs
- Implemented Terminal server 2003 and Citrix PS 4.5 solution for remote access to the users
- Install, maintain Interwoven 8.2 & 8.5
- Configuring Fortinet firewalls
- Thoroughly familiar with Blackberry server 5.0 technology both on a server and handheld level
- Deployment, maintenance, patching, support and upgrade of servers, desktop PC, hardware, software, operating systems and printers.
- Thoroughly familiar with Compaq Proliant Family and Dell Poweredge servers and IBM Thinkpad and Thinkstation and Dell Laptops and Opti desktops.
- Maintain and support Avaya s8300 VOIP telecommunications systems.
- Network backups, e-mail (Outlook running on Exchange 2003 & 2007), file and print services.
- Over-all connectivity and disaster recovery.
- Troubleshooting and resolution of TCP/IP and related networking problems.
- Planned and Coordinated 3 office moves / build out 3 Datacenters (server rooms).
- Creating and managing scripts and ADMT / GPOs, creating install packages, create images and RIS.
- Install and Manage WSUS

- Install and manage Riverbed Steelhead
- Responsible for server room / Datacenter environment, including AC and APC alarms
- Support Mac users for remote log in
- Active member of Ilta

**July 1999 –
May 2005**

Systems Engineer

Hunton & Williams LLP.

- Provide supervision to the supporting staff as the management head.
- Maintenance, configuration and upgrade of all servers on Windows NT4 and 2000 with active directory, responsible for up-holding network and workstation integrity.
- Thoroughly familiar with Compaq Proliant 7000 and ML530 servers, T20, T23, T40-T42 IBM laptops, and Compaq and IBM desktop computers.
- Deployment, maintenance, support and upgrade of servers, desktop PC, hardware, software, operating systems and printers.
- Network backups, e-mail (Outlook running on Exchange), file and print services.
- Over-all connectivity and disaster recovery.
- Day-to-day network administration (management of user accounts, configuration and installation of servers, network switches Cisco 5500 and routers).
- Troubleshooting and resolution of TCP/IP and related networking problems.
- Maintain contact with vendors to assist with problem resolutions and technical research and purchasing or equipment in a cost-effective manner.
- Creation of end-user and network support level manuals used firm wide.
- Overseeing hardware inventory and Responsible for recording and creating reports.
- Providing support and planning on Microsoft Office 2000 roll out.
- Assist in the evaluation, configuration and testing of mobile computing technology (Citrix, VPN and RAS).
- Maintain and support on a Lucent Definity PBX telecommunications systems.
- Coordinate moves/adds/changes with facility administration and team coordinators.
- Trail Prep; establishing temporary network for remote location.
- Create Ghost Images

June 1998 –

Legal Assistant

April 1999

O'Melveny & Myers LLP.

April 1997 –

Legal Assistant

June 1998

Chadbourne & Park LLP.

EDUCATION:

Queens College of the City University of New York Bachelor of Science – December 1996