

# ROBERT SMITH

## Jr. Director Of Information Systems

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### SUMMARY

Sixteen years of progressively responsible experience and a successful track record of implementing and maintaining complex systems. Experienced in managing across several remote locations. Possess excellent communications skills with directing and facilitating others in both a managerial and team role. Fluent in emerging technology trends.

### SKILLS

Network Administration, Linux, Backup.

### WORK EXPERIENCE

#### Jr. Director Of Information Systems

Hess, Stewart And Campbell, PLLC - Certified Public Accountants - August 2005 – 2020

- Manages and directs the daily operations of information systems of a large, multi-office corporation.
- Prepares monthly and yearly budget proposals for information service needs.
- Develops business strategies and related proposals related to information systems needs.
- Responsible for Liaison vendor support and supply chain services.
- Responsible for Education and training for new hires relating to all aspects of network and computer use.
- Continued education and training for current staff on new technologies.
- Developed, managed and troubleshoot a multi-office network.

#### Director Of Information Systems

Delta Corporation - 2002 – 2005

- Responsibilities Manage, maintain and support the network environment and end-users of a large, multi-location physical therapy practice.
- Manage corporate domain network environment including two offices over WAN using Frame Relay and VPN.
- Manage, maintain and support network security including email, user access and group policy.
- Train new users on existing and new software including seminars for internal training.
- Create company acceptable use policy for internet and e-mail use.
- Manage server operating systems - Windows NT 4.0, Windows 2000, Windows 2003 and some AIX.
- Manage workstation operating systems - Windows 9x, Windows 2000, Windows XP Pro and Tablet Edition, Windows CE and XP Embedded.

### SCHOLASTICS

- Masters of Science in Exercise Science - 1988(Marshall University - Huntington, WV)