

Robert Smith

Director of IT Executive

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
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www.qwikresume.com

SKILLS

PHP, MYSQL, LINUX,
JAVASCRIPT.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)

PERSONAL STATEMENT

Technically sophisticated operations professional with solid history of effective international operations development and administration. Manage operational and production needs of corporate resources, including development of policies and procedures for large-scale organizations. Skilled trainer and project leader; able to effectively direct multiple tasks. Creative problem-solver, using logic and analytics to devise innovative solutions.

WORK EXPERIENCE

Director of IT Executive **Hudson Jeans - August 2010 - 2019**

Responsibilities:

- Oversee the development, implementation, and use of technology throughout the company.
- Areas of responsibility include the full range of information systems and telecommunications activities, including determining user requirements, recommending practical solutions, and leading company-wide efforts to improve the effective use of technology.
- Include, but are not limited to Manage the deployment, monitoring, maintenance, development, upgrade, and support of all IT systems, including servers, PCs, operating systems, telephones, software applications, and peripherals.
- Provide expertise and support during systems upgrades, installations, and conversions and file maintenance.
- Manage IT staff, including hiring, training, evaluation, guidance, discipline and discharge.
- Develop standard operating procedures and best practices, including providing written protocols and guidance to IT staff and to end-users.
- Manage financial aspects of the IT Division, including purchasing, budgeting, and budget review.

Director Of IT **ABC Corporation - 2009 - 2010**

Responsibilities:

- Currently responsible for maintaining servers and workstations with a staff of 80+ people.
- Support Active Directory Forest and Domain Management Including; User account and Group Policies, Computer Account Maintenance, Organizational Units, Exchange server, Active Directory Replication, Disaster Recovery and Architecture Maintenance.
- Maintain clients Internet environment.
- Managed use of Internet address, and Domain Name spaces.
- Provided end-users with access to cost-effective inter-company Exchange email, file services, and database applications.
- Responsible for technical support operations in high-volume environment, coordination of technical issues involving network,

hardware, and operating systems.

- Manage and administer Blackberry Enterprise Server, Exchange Server, Fileserver, IIS Server, Active Directory server, Printer Server, SQL Server, and Share Point Server..

Education

Bachelor of Science in Information Systems - (University of Redlands
- San Diego, CA)