

# IT Systems Manager

## ROBERT SMITH

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### Objective

Over 10 years of IT Engineering/Security experience in Network Monitoring, Development, Implementation and Risk Management 5 years of Windows Core Technologies Administration 5+ years Project Management and Analysis including development of network & security policies and procedures.

### Skills

Server Administration, PC And Network Support, Microsoft Office.

### Work Experience

#### IT Systems Manager

**ABC Corporation** - October 2008 - March 2009

- Primary Management of IT Team members - employees and subcontractors.
- Administration and installation of Trend Micro AV server and services.
- Administration and Installation of VMware ESXi 4 Administration of Citrix XenDesktop and XenApp for remote office capability Easy Share - Account, Access & Inventory Provisioning Administration management.
- Developed company SLAs regarding policies and procedures, pertaining to business sectors.
- Budget planning/preparation and consolidation of core IT functions.
- Developing strategic plans for moving to use technologies that benefit the company.
- Disaster recovery planning and implementation, training path development.

#### IT Systems Manager

**Delta Corporation** - 2004 - 2008

- Managed software development/support projects with an onsite/offshore staff for the Deluxe Corporations Accounting, Finance, National Billing.
- Responsible for delivery of all IT functions in Active Directory environment for the main site and six remote sites Daily tasks include maintaining.
- IT Systems Manager is responsible for the daily administration of the Data-Line computer system for accounting and inventory management.
- Provided network server administration, technical assistance, and problem resolution network end users.
- Supervised system batch controls, sessions, print jobs and monthly closing procedures of the accounting system.
- Platform DEC PDP 8.
- Managed team of IT professionals that supported all computing systems and peripherals including PCs, laptops, servers, storage, switches, wireless.

### Education

Liberal Arts - (Sussex County Community College - New York, NY)