

Resumagic.com Sample Resume: Network Administrator

John Doe

123 Elm Street ■ Anytown, ST 00000 ■ (123) 456-7890 ■ john_doe@email.com

Qualifications Overview

- Seven years experience installing, maintaining and troubleshooting multi-platform networks (Windows NT, 2000 & Novell) with solid understanding of current networking approaches and designs
- Five years experience building and maintaining LAN / WAN networks
- Excellent communication skills with experience in report / technical writing, instructing personnel, and working closely with management and clients on technology-related issues

Professional Experience

Network Manager, NAME OF COMPANY, City, ST

1997 to 2002

Administered LAN / WAN based network; server design and maintenance, VPN reliability, Internet access, configuration and maintenance of workstations and laptops, remote dialup connectivity, customer service and help desk support; and the future planning and development of the network IT infrastructure. Highlights --

- Reduced operating costs by researching and implementing more cost-effective methods of delivering state-of-the-art technology; often used less expensive equipment with excellent results (Example: Set-up remote offices using Intel routers instead of expensive Cisco equipment without any reduction in quality)
- Significantly improved information flow and productivity by installing Microsoft Terminal Server for remote access use; setup VPN for remote users to access network via Broadband or DSL connections; and created remote dialup procedures for field personnel
- Improved productivity and information flow by (1) installing a print server to allow printing from anywhere on LAN / WAN network to any printer in the system; (2) setting up a fax server to provide staff with a faxing capability from their desktops; and (3) outfitting field personnel with laptops and digital cameras, which allowed real-time information sharing while working in the field
- Increased online service levels to almost 100 percent and significantly improved system dependability by upgrading all servers to Raid Level 1
- Reduced operating costs by migrating inherited cc: Mail email system to the more cost-effective Microsoft Exchange system
- Standardized equipment and software in order to prevent future system failures and obtain troubleshooting support from tier one providers
- Regularly purchased and installed new PCs, laptops, printers, phone systems, and software applications and conducted numerous training classes on their use
- Gauged vendors' needs and system capabilities and recommended appropriate technology solutions regarding T1, DSL, Frame Relay, and ISDN lines
- Performed technical research on future projects and produced reports on project rollouts, new technologies, and best methods of implementing new technologies
- Implemented a Disaster Recovery Plan to ensure data backup and recovery
- Implemented virus protection system to provide real-time data, servers, e-mail and Internet traffic
- Expanded system capabilities by upgrading from Microsoft SNA to Microsoft Host Integration Server 2000

NAME OF COMPANY, City, ST

1991 to 1997

Network Administrator (1995 to 1997)

Server setup and maintenance; backup and disaster recovery; remote network access, desktop setup and maintenance, and network printing configuration. Highlights --

- Key participant in project to merge disparate technologies after company acquired two new businesses; successfully merged all systems allowing free flow of information among different companies

- Worked with vendor and IT staff to setup a multiple session video conferencing system via ISDN connections which reduced travel costs and improved productivity by allowing real-time meetings with staff members at various locations
- Migrated PCs from Windows for Workgroups 3.1 to Windows 95 OS
- Set-up multiple short term remote sites allowing connectivity to the network
- Helped management and vendors find cost-effective technology solutions

Education

B.A., Business Operations, *Summa Cum Laude*
NAME OF UNIVERSITY, City, ST

1991

Technical Skills

Hardware:

Dell Servers / PCs, Gateway PCs / Laptops, 3Com Superstack 3 Switch 2200 with Gigabit Module, 3Com Superstack 3 Remote Access System 1500 Base Unit, Addtron Hubs, Intel Network Adapters, Intel Express 9100 Router, Adtran DSU / CSU (TI ESF CSU ACE), TCP/IP, IPX, Routers, Switches / Hubs, Raid / Mirror, TI / DSL / ISDN / Frame Relay, HP Printers (4000, 4050, 4500, 5si, 8000, P1000, 750c plotter, 1120 and 1000

Operating systems and software:

Microsoft NT 4.0 / 2000 / XP / ME / 98, Novell, Exchange 5.5, Terminal Server, Vertas Backup Exec, Norton Antivirus Enterprise, IIS / Proxy / IAS, SNA / HIS, RAS, Microsoft Office 97 / 2000 / XP, MS Publisher, MS Project 98 / 2000, Suretrak Project Planner, Adobe Photoshop / Illustrator, AutoCAD, CorelDraw

Certifications (expected to obtain by December, 2003):

Microsoft Certified Systems Engineer (MCSE)
Microsoft Certified Systems Administrator (MCSA)
Microsoft Certified Database Administrator (MCDBA)
Microsoft Office Specialist
CompTIA A+, Computing Technology Industry Association
CompTIA Network+, Computing Technology Industry Association