

LEE ANDERSON

Long Island, New York 11111

Home: (718) 555-5555 • Cellular: (917) 333-0000 • info@rezamaze.com

NETWORK ADMINISTRATOR / SYSTEMS ADMINISTRATOR

Background includes five years of experience in installation, testing, upgrading, troubleshooting, support, and maintenance of LANs/WANs combined with earlier financial services industry experience. Track record of rapid promotion with each employer due to performance, work ethic, multi-tasking ability, and team morale-building skills.

Competencies

NT Administration • LAN Troubleshooting & Resolution
ERP (Lawson) System Administration • Helpdesk Support
Hardware / Software Installation and Configuration • Disaster Recovery

CERTIFICATIONS / TECHNICAL SKILLS

Certifications: MCSE NT 4.0
MCSE + Internet
MCP Windows 2000 Professional
MCP Windows 2000 Server



Hardware: Dell Power Edge & Blade Servers; Compaq Proliant rack mounted servers; Dell desktops; Dell, Compaq & Toshiba laptops; Sun Ultra5 & Ultra10 Workstations; Netgear hubs and switches; Cybex autoview switches; Palm OS- and Pocket PC-based PDAs; HP, Epson, and Tektronix printers

Software: Windows 95/98/NT/2000/XP; Sun Solaris; Red Hat Linux 7.3; Active Directory; DHCP, WINS and DNS; Microsoft Office; SQL 6.5, 7.0, 2000; PL/SQL: Perl Scripting; Oracle 8i/9i; Microsoft Exchange 5.5, 2000; Visio; PC Anywhere; Lawson Enterprise Software; Databasics; Formscope; Veritas Backup Exec; Norton Ghost Backup; Checkpoint Security

PROFESSIONAL EXPERIENCE

DELL PROFESSIONAL SERVICES – Austin, Texas

1999 to 2003

Network Administrator
Associate Network Administrator

Network Administrator in corporate IT department with responsibility for managing internal network infrastructure supporting hundreds of users. Technologies included Windows 98/NT4/2000/XP, SQL 2000, and MS Exchange.

Provided system administration and helpdesk support to include software and hardware installations, maintenance, upgrades, troubleshooting, user account administration, and support under stringent deadlines in a fast-paced, 24X7 environment.

Administered Lawson, Databasics, and Formscope; built workstations and servers; configured laptops; and troubleshot VPN, dial-up, and WAN access issues. Served as Technical Lead and/or System Administrator on major projects, including Lawson Enterprise

software implementation and ongoing support. Communicated with vendors to ensure all issues were quickly resolved to maintain optimal system performance.

Project highlights:

- Technical lead for 12-person Lawson 8.0 ERP implementation team that performed installation, configuration, testing, security, and disaster recovery planning for system that impacts A/R, A/P, HR, G/L and customer account activity. Solely responsible for ongoing Lawson ERP administration.
- Key member of project team for new hardware rollout affecting 200 users following acquisition by Dell.
- Part of core IT group that relocated and rebuilt infrastructure, which was destroyed in building located 2 blocks from the World Trade Center. Moved to alternate location and had email and file system operational within one week of disaster. Brought Lawson system to operational status in less than 2 weeks.
- Relocated San Francisco office to new site and consolidated 3 floors into one in New York office. Set up servers and workstations, wired offices for LAN and WAN, and migrated user accounts.

LEVI, BERNSTEIN & KRAUS – New York, New York

1997 to 1999

International Portfolio Manager
Associate Portfolio Manager, U.S. Equities

Promoted from APM to manage international client portfolios for this mid-sized portfolio management and investment research firm. Managed equity, bond, and currency transactions and assisted senior research analysts in creating financial products.

- Selected based on IT acumen to represent department during Y2K readiness initiatives. Served as primary point of contact with IT department in development and testing of Y2K upgrades on departmental systems, processes, and data flows.
- Worked with IT department on redesign of critical trading systems.
- Obtained NASD Series 7 and 63 licenses.

COMMODITY EXCHANGE – New York, New York

1993 to 1996

Options Trader
Clerk to Options Traders

Advanced from clerk to gold and silver options trader working on the market floor of Commodity Exchange.

EDUCATION / TRAINING

NEW YORK UNIVERSITY - COLLEGE OF ARTS AND SCIENCES
Bachelor of Science, Economics (1995)