# Objective

**Seeking a position that will utilize my years of IT and Management experience. To work for a company that has a passion for their employees and provides a challenging work environment.**

# Profile

Eager to bring a unique combination of education experience coupled with 15 years’ business background in computer systems management.

* Hold Bachelors in Information Technologies/ over 10 years experience.

# Professional Experience

**Clear Choice Health Care, Melbourne, FL                         October 2008 to** **Current**

**Director of Information Technology**

* Responsible for 10 sites and all their Information Technology needs of the company, to include computer and related software, telephone and all communications equipment. Supervise technical and MIS staff. Managed IT related budget. Manage all IT related contracts.

**Brevard Workforce Development Board, Rockledge, FL                         October 2005 to 2008**

**IT and Facilities Director**

* Director responsible for the Information Technology needs of the company, as well as all facility related items and contracts. Supervised technical and IT staff. Manages IT related budget. Prepared plans, policies and procedures for future IT needs. Manages IT related contracts. Represented company needs to state partners. Developed IT related staff development and training plan. Overall responsible for all required customer data collection and transmission to all relevant agencies.

**Keiser University, eCampus                                                     August 2003 to Current**

**Department Chairs for Computers**

* Assist the Dean by performing specific tasks as assigned by the dean. Collectively, the Department Chairs meet regularly with the Division Dean to assist with decision-making and to determine division direction
* Responsible for development of computer classes. Responsible for hiring and development of computer instructors.

**Keiser University, Melbourne, FL                                                      December 2003 to 2005**

**Department Chairs for Computers**

* Chairs assist the Dean by performing specific tasks as assigned by the dean. Collectively, the Department Chairs meet regularly with the Division Dean to assist with decision-making and to determine division direction
* Check general condition of computer equipment and make recommendations for repair/replacement
* Helped develop curriculum used in all IT programs campus wide.
* Responsible for hiring and development of computer instructors.

**Keiser College, Melbourne, FL                                                    July 2002 to 2003 (promoted)**

**MIS Director**

In charge of maintaining and supporting all computer systems for the Melbourne campus.

* Maintained information systems including all computer and network hardware, peripherals, operating systems, connectivity in the facilities and performing system management and troubleshooting Design and networks support all daily activities dealing with computers from help desk support to Network administration.
* Provided support and maintain phone system and all network printers and copying machines

**Keiser College, FT. Lauderdale, FL (online) January 2002 to Current**

 **(Fulltime) July 2000 to 2002 (part-time) July 1998 to 2002**

**Computer Instructor**

Taught various courses, A+, N+ Web design, MCSE, Novell and Linux.

1. Taught the latest courses in technology. NT 4 Windows2000, Windows XP.
2. Taught Hardware and Network troubleshooting. Setting up hubs, switches and patch panels.

**Advanced Computer and Network Solutions, Pembroke Pines, FL June 1998 to 2002**

**Consultant**

Serviced various customers IT needs.

1. Maintained information systems including all computer and network hardware, peripherals, operating systems, connectivity in the facilities and performing system management and troubleshooting Design and setup networks for different companies
2. Act as companies IT staff. Setup Backups installed hubs, switches and networking components.

**Broward Community College, Davie, FL June 2000 to 2002**

**Computer Instructor (part time)**

Taught various courses, Web Design, HTML, JavaScript and MS Office Suite.

1. Taught students how to design web sites and create web graphics.
2. Setup web servers and Intranet sites (IIS, FrontPage, Dreamweaver)

**Élan Transdermal Technologies Miramar, FL. March 1999 to July 2000**

**Network Administrator**

Was hired to convert from Novell 3.x to Windows NT, Bring all computers to 2000 compliance. Designed initial Corporate Intranet Site.

1. Installed and setup Windows NT and 98 Compaq Presario Series Workstations, Toshiba laptops, and HP laser printers.
2. Performed download of the PC mirror image and administered the client PC access to the Windows NT domain, user rights, and group memberships.
3. Configured PC user’s Microsoft Office 97, Internet Explorer 4.01, laptop hardware profiles, My Briefcase, Network printers, HP Top Tools, and DUN and LAN connectivity.

**Southeast Network Specialists, Pompano Beach FL June 1998 to March 1999**

**Network Technician**

Point of Sales Technician and Desktop Support Analyst at Corporate Headquarters

1. Rolled Out the corporate web site
2. Supported the shipping and receiving of all hardware for the company offices.
3. Tested, troubleshot, and repaired Dell and NEC computers, receipt and report printers, bar code scanners, monitors, network cards, UPS, cash drawers, modems, and hard drives.
4. Configured and installed on the Windows 95/NT workstations: Microsoft Office 97, Microsoft Outlook, and AS/400 Client Access for Windows 95/NT.

**Productivity Point International, Plantation, FL October 1996 to June 1998**

**Computer Instructor**

Teach various courses, A+ MCSE

1. Taught the latest courses in technology. NT 4
2. Taught Hardware and Network troubleshooting. Setting up hubs, switches and patch panels.

**Internet Gateway Connections Inc. Pembroke Pines, FL. December 1993 to June October 1996**

1. **Help Desk Manager** Responsible for all help desk duties and employees. Help desk serviced over 500 members.
2. **Web-Manager** Duties included time sheets and development of companies' websites. Responsible for the sales of the websites and public relations.

# Education

Keiser University - Ft. Lauderdale, FL **A.A./Electronic Commerce,** 2001. (Graduated with High Honors 3.9 GPA)

 Everglades College,

**B.S. / Information Technology,** 2003. (Graduated with Honors 3.8 GPA)

# Skills Summary

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| Computers* MCSA, MCP, CIW, A+ N+
* All versions of Windows

Management  | * Firewalls
* Exchange / IIS
 | * Switches/ Networking
* Graphics and Web Design
 |
| * Meeting Deadlines
* Professional Presentations
 | * Facilities Management
 | * Front-Office Operations
* Written Correspondence
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