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Glen E Witherel (US Citizen) Posted by: Individual		Tot Exp : 10 Yrs US Exp : 10 Yrs	Preferred Employment	Available as of Jan-18-11 Email [Check Availability] Forward Profile/Resume <input type="checkbox"/> Save in Scratchpad Download Resume Only for Premium Access
Sys Admin/Network;	NT Admin	Salary : Market Rate : Market	Corp-Corp ✗ W2 Contract ✗ W2-Permanent ✓ 1099 Contract ✗ Need H1B ✗	
Milford, PA Relocation : NO Pref. State(s) : PA	Ph(C) : Ph(H) : +1-570-686-5643 Ph(W) :			
FireWall > 3 yrs Network Admin > 5 yrs TCP/IP > 5 yrs Windows 2000 > 5 yrs EDM > 4 yrs Migration > 3 yrs Project Manag > 3 yrs Workflow > 3 yrs				
Windows NT Server, Server 2000 , 2003, 2008 (both 32 & 64Bit), NT workstation, Windows 2000 Pro, Windows XP Pro, Vista, Windows 7, MS Office 97, 2003 and 2007, Exchange 2003, 2007, Outlook, Explorer, Firefox, MSSQL 2000 & 2005, MYSQL, ACT2009, Encompass, Re-Rite, Document Library, Lotus Notes, VM Ware, Active Directory, DHCP, TCP/IP Managed the installation & migration of Exchange 2003 to 2007 Managed the installation & migration of GoldMine 5.0 to ACT2009 Certified in Cat5/5e/6 cable installation & design (spring of 2001)				
Preferred Time to Call : Corp-Corp Info : Notes :				
Domain Experience : IT/Software, Manufacturing				

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Glen E. Witherel
 240 Iroquois Trail
 Bx 4219 Conashaugh Lakes
 Milford, PA 18337
 Home Ph EMAIL:

SUMMARY

Multi-skilled IT Administrator with background in office automation utilizing Document Management & Systems Integration of IT and Document Workflow Solutions 13+ years experience utilizing technology to increase workflows, help reduce operating expenses, and maintain network stability Work directly with CEO's, CFO's and IT management to reduce client operating expenses and increase bottom line through the use of Document Solutions and IT Infrastructure

SKILLS PROFILE

Windows NT Server, Server 2000 , 2003, 2008 (both 32 & 64Bit), NT workstation, Windows 2000 Pro, Windows XP Pro, Vista, Windows 7, MS Office 97, 2003 and 2007, Exchange 2003, 2007, Outlook, Explorer, Firefox, MSSQL 2000 & 2005, MYSQL, ACT2009, Encompass, Re-Rite, Document Library, Lotus Notes, VM Ware, Active Directory, DHCP, TCP/IP

Managed the installation & migration of Exchange 2003 to 2007
 Managed the installation & migration of GoldMine 5.0 to ACT2009
 Certified in Cat5/5e/6 cable installation & design (spring of 2001)

PROFESSIONAL EXPERIENCE

10/2009 – 7/2010 Toshiba Business Solutions Newburgh, NY
 Solutions Engineer
 Designed and implemented Document Management solutions- including DocuWare, Re-Rite, and Document Library including equipment integration.
 Installed MFP devices on client networks, working with IT providers and local office personnel.
 Provided discovery for Managed Print Services installations including evaluation of client printing infrastructure and cost savings analysis.
 Reduced customer costs by creating tailored service plans including supplies and maintenance.
 Maintain DocuWare DSC & DAC Certifications as required by DocuWare Corp. for ADP status. Utilized for development of TABS EDM division in the Newburgh office. (See ALOS below for description of certifications)
 Supported internal IT departments with internal network topology and connectivity for workstations and IP Phones.
 Provided direction for new branch office IT infrastructure, and connectivity for printing, scanning, faxing.

4/1996 – 12/2009 ALOS Micrographics Corp. Montgomery, NY
 2003-2009 Network Administrator (IT Manager) / Systems Consultant
 Managed 5 servers, comprised of Windows 2003 & Windows 2008 Operating systems, and Exchange 2007
 Configured and replace workstations & servers as needed
 Configure & maintained network printers, MFP's

EXPERIENCE CON'T

Upgraded & maintained Great Plains accounting system
 Configured and grew DocuWare EDM solution internally
 Designed & maintained network topology, including switches, routers, firewalls, print servers, wireless AP's, racks & wiring

Maintained PBX telephone system, Voicemail system & topology
 Project manager for upgrades performed by 3rd party vendors
 Integrated current systems with ACT Customer Relation Software
 2003-2009 DocuWare Systems Consultant (DSC)
 Configured, troubleshot & maintained EDM/DMS solution for clients from a technical standpoint (Electronic Document Management)
 Provided project management for the upgrade to one of our largest clients (500+ users)
 Designed and implemented workflow solutions for EDM/DMS system clients
 Trained clients' internal workforce in DocuWare EDM/DMS system
 2007-2009 DocuWare Application Consultant (DAC)
 Generated leads (cold calls and up-selling) and followed up on sales prospects
 Designed and performed product demos for prospective clients
 Company liaison for trade shows and Business Expo's
 Responded to RFP's, successfully winning competitive bids
 1996-2003 Purchaser/Inventory Specialist
 Managed computer hardware and software supply chain
 Configured hardware systems for quotation to customers
 Controlled costs and physical inventory to maximize margins and coordinated warranty claims

EDUCATION

Ulster Community College
 AS Degree in Computer Information Systems (CIS) Applied Science

CERTIFICATIONS

DocuWare DSC (DocuWare Systems Consultant)
 DocuWare DAC (DocuWare Applications Consultant)

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