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Sys Admin/Network;	NT Admin	US Exp : 20 Yrs		
White Plains, NY	Ph(C) :	Salary : Market	Corp-Corp	Available as of Mar-11-11
Relocation : NO	Ph(H) : Email me job details	Rate : Market	W2 Contract	
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Network Admin > 10 yrs	Novell > 1 yrs	System Admin > 1 yrs	Need H1B	
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Corp-Corp Info : Confidential				
Notes :				
Domain Experience : HealthCare, IT/Software, Telecom				

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Susan Archer
28 Wallace Place
White Plains, New York 10606

Objective

To acquire position in Information Technology that will utilize past experience and training while allowing future growth.

Work Experience

IT Manager/Help Desk Manager/Phone system Administrator
7/1990 - Present TBS Shipping Service Inc., Yonkers, New York
Administer and monitor all aspects of hardware and software infrastructure related to networking environments. (WINDOWS 2000, 2003, 2007 NOVELL) Supervise daily backup, disaster recovery and continuous operability planning and implementation. Administration of company databases, report generation and database queries as required. Develop standardized reporting procedures as required. Initiate and monitor system modifications and enhancement projects. Responsible for planning, maintenance, and operation of network integration services. Manage external IT consultants on an as needed and project basis. Manage in-house technical support staff. Manage and coordinate helpdesk support. Avaya PBX administration.

Education

2005 – 2006 Learning Tree NYC
MS Exchange Server 2003
Project Management
MS Windows Server 2003

7/2000 NetLan Technology Center, New York, New York
Professional
CITRIX/Metaframe Administration

5/1999 Skidmore College, White Plains, New York
MCSE
Microsoft Network Administration - 425 hrs of instruction.

5/1984 Marymount College, Tarrytown, New York
Sociology major

Immaculata College, Hamburg, New York
Associate Degree
Liberal Arts/Humanities

Skills

ArcServe 6.x Crystal Reports Microsoft Office 2000, 2003, 2007 Microsoft Windows MS SQL 7 Novell NetWare 3.x Oracle 8x RDBMS RPG II TCP/IP, Veritas BackupExec Remote Support IP Telephony VoIP (AVAYA) Windows AD SURF CONTROL monitoring BARRACUDA Spam filtering HELPSTAR administration

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