

Beth A. Martin

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Objective

A challenging position in computer information systems and/or technology that will lead to greater responsibility and opportunity.

Experience

7/04 to 6/06 *Network Manager, Haywood County Schools*, Clyde, NC.

- Managed RedHat Linux servers, switches and network connections at all schools and offices throughout Haywood County. Filter, Firewall, and Network monitoring responsibilities.
- Back-up to WAN manager. Supported 4 technicians in schools with network issues. Responsible for documentation of network. Junior level Cisco router maintenance.
- Maintained health of network and servers at all school locations including network applications, 18 servers & 2500 computers. Administrator for e-mail, web and server access.
- Helped implement back-up and helpdesk solutions. Built thin-lab for larger High School.
- Designed and developed county website and Intranet, including monthly changes.
- Began migration to Novell SUSE as major platform for school system.

12/00 to 7/03 *Manager/Director Information Systems, Palm Beach County Workforce Alliance*, Riviera Beach, FL.

- Managed IS/IT staff.
- Managed network consisting of 5 centers throughout Palm Beach county with 400+ computers and 300+ users.
- In charge of 20+ servers (operating systems consisted of Linux, NT, Novell).
- Implemented several policies; in addition to, HelpDesk support system, GroupWise e-mail, remote PC management (VNC), and instant messaging (Talk). Crystal Reports exp.
- Purchased all hardware and software for organization and cultivated vendor relationships.
- Trained user community on several apps and coordinated outsourced training.
- Enhanced relationships with WFI, AWI, and STO (State of Florida Technology and Workforce entities). Additionally, maintained and managed connectivity to their respective networks.

01/00 to 12/00 *Network/Systems Administrator, WildCard Systems, Inc.*, Sunrise, FL.

- Administered and maintained entire network of 70+ servers and 200+ workstations in a 24-7 company that is focused on Internet payment system solutions and Web-based software.
- Senior Web Administrator in charge of all web/internet responsibilities (including WebTrends). Responsible for training other administrators in this area as well.
- Built, imaged and created images for both servers and workstations. Implemented NT 4.0 to 2000 migration. Installations and upgrades of software (including proprietary), network configuration, and troubleshooting a wide range of software. Oversaw Help Desk support.

Employment History/Experience continued next page

- Monitored encrypted file transmissions to and from financial institutions (CronDJobs) and escalated issues appropriately.
- Responsible for creation and administration of security permissions on NT user accounts, Exchange, and network drives. SQL DB experience.
- Responsible for diagnosing, documenting, and resolving hardware and software conflicts and configuration issues. LAN administration and user issues.

12/98 to 12/99 *Network Administrator/MIS, United Internet Services, Deerfield Beach, FL.*

- Administered the entire Network for this Web Presence Provider, this included workstations and NT Servers.
- Assisted in the set-up of the entire infrastructure of the LAN. Brought over 600 web sites on-line. In addition, to managing the webmaster and design team.
- Responsible for the set-up of all new workstations, troubleshooting all network problems, training new staff on a wide variety of software, and making hardware and software recommendations.
- Implemented search engine software, web statistics tracking software, and SSL, in addition to training all staff on the understanding and use of these applications. Access DB exp.

8/98 to 12/98 *Web Design and Development Director/Administrator, Spectrum Vision Networks, Inc., Ft. Lauderdale, FL.*

- Oversaw all aspects of the Web design and development department; including layout, artwork, implementation, downloading, and uploading information on the Net.
- Additional duties included some administrative support for NT systems with workstations and production and beta NT Servers, Internet Marketing, and hardware installation.
- Full administration of the E-mail Server running Post.Office. NT Servers 4.0 and Beta 5.0.

8/97 to 8/98 *Webmaster/NT Systems Administrator, Concept Net, Pompano Beach, FL.*

- Responsibilities included all aspects of the Web design and development; including layout, artwork, implementation, downloading, and uploading information on the Net.
- Additional duties included creative director, logos, desktop publishing, graphic design, and some technical support for PC and Network systems including workstations and NT Servers. Worked on IIS 4.0, NT DNS, NT Mail, etc.

Education

- Network+ Certification 04/06, LPI 101 05/06
- AutoCAD classes at Haywood Community College. 2003
- Miscellaneous Management (including state government classes), Crystal Reports and software classes during employment at Workforce Alliance. 2001-2002
- Programming classes during employment at Concept Net. 1998
- Graduated from Florida Atlantic University with a Bachelors Degree in Computer Studies on December 12th, 1997. Minor in Spanish and Environmental Science certificate.
- Graduated with Associate of Arts from F.A.U. w/3.4 G.P.A.
- Graduated from Boyd Anderson High School, Top Ten % w/3.7 G.P.A. All certificates available upon request.

References

- Available upon request