

HANK THOMAS

MICROSOFT CERTIFIED PROFESSIONAL

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EDUCATION & CERTIFICATIONS				
Blorg Technical College 2006 - 2008 Associates Degree in Network and Database Administration	MICROSOFT 70-270 Installing, Configuring, and Administering Microsoft Windows XP	MICROSOFT 70-290 Managing and Maintaining a Windows Server 2003 Environment	MICROSOFT 70-291 Implementing, Managing, and Maintaining a Windows Server 2003 network Infrastructure	COMPTIA A+ Diagnosing, Troubleshooting, and Repairing Computers
WORK EXPERIENCE				
IT MANAGER • GOVERNMENT OFFICE, CREEKTOWN TX • JUNE, 2014 - PRESENT				
MANAGERIAL RESPONSIBILITIES INCLUDE: - Managing projects and coordinating with outside entities (Police Dept., Judicial Circuit Court, ABC123, and the City of Creektown) - Assigning and delegating tasks to IT personnel - Ensuring attorneys have all requested IT equipment, and perform video redactions as requested - Research and purchase networking equipment, computers, and miscellaneous parts ADMINISTER ALL COMPUTER AND NETWORKING EQUIPMENT, INCLUDING: - Servers (virtual and physical) - Switches, router, firewall, wireless switch manager and associated access points 200 computers ADMINISTER APPLICATIONS SUCH AS: - Windows Server 2008, Active Directory, Group Policy, DNS, DHCP, and etc. - SharePoint - Blargo Quick Deploy - Symantec Endpoint Encryption				
IT DIRECTOR • CORPORATE TECH FIRM, CREEKTOWN TX • JULY, 2008 - JUNE, 2014				
ADMINISTER ALL COMPUTER AND NETWORKING EQUIPMENT, INCLUDING: - Servers (virtual and physical) - Switches, router, firewall, wireless switch manager and associated access points - Web content filter - VoIP phone system: 250 computers ADMINISTER APPLICATIONS SUCH AS: - Windows Server 2003 and 2008, Active Directory, Group Policy, DNS, DHCP, and etc. - SharePoint - Symantec Ghost RESPONSIBLE FOR IT BUDGET - Research and purchase networking equipment, computers, and miscellaneous parts - Make all IT related purchasing decisions				