

Andrew J. Collins
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OBJECTIVE

Network and System Administrator

A technical support role for a company in the Colorado Front Range area.

SKILLS

- Network Administration
 - Active Directory Management
 - Windows XP / Server 2003 / Exchange 2003
 - Microsoft Office 2003 / 2007
 - WLAN Deployment and Administration
 - Motorola Canopy
 - Hardware and Software Installation
 - Troubleshooting
 - Novell 5.0 / 5.1
 - Strategic Planning
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EMPLOYMENT

YMCA of the Rockies, Estes Park, CO USA

2003-Present

Associate Director of Information Systems and Technology

- System administration of all client nodes and servers.
- Design, build, expand and maintain wireless networks for guests to cabins and lodges running a Motorola Canopy network on the backend.
- Grow, secure, and maintain the LAN/Wan across two company locations.
- Create user accounts, e-mail accounts and group policies.
- Write login scripts using VBScript and Shell Script.
- Configure Cisco switches and PIX firewall.
- Support remote users accessing the network via VPN and other means.
- Assist staff, conference groups and guests using the network.
- Administrator both user and group rights using Active Directory.
- Led roll-out project of all client workstation to Windows XP with Office 2003.
- Led project to phase out Novell 5.0 servers by migrating all programs and user files to Windows 2000/2003 Servers.
- Helped upgrade e-mail server to Windows 2003 Exchange Server.

Technology Partners Inc., Phoenix, AZ USA

2002

Student Internship

- Directly worked in a real work environment building computer systems.
- Troubleshot hardware and software conflicts on customer systems.
- Handled customer relations.
- Worked in a functional team environment.

High-Tech Institute, Phoenix, AZ USA

2002

Lab Aid

- Aided instructors by demonstrating and answering questions for students in the Microsoft Office and A+ Hardware course.
- Tutored new students having difficulty using a PC.
- Graded lab papers and assignments.
- Troubleshot and fixed breaks in the lab equipment.

EDUCATION

High-Tech Institute, Phoenix, AZ USA

2001-2003

Associate of Applied Science in Computer Technology

Occupational Studies of Computer Networking and Information Technology

GPA 4.0/4.0

Perfect Attendance

Course Studies

- Introduction to Technology & Microsoft Office
- Computer Operating Systems – A+
- Computer Hardware – A+
- Microsoft Windows NT 4.0 Server and Workstation Administration
- Network+ Technologies
- Cisco – Network Integration
- System Analysis and Design
- Microsoft Windows Server 2000
- Novell Netware 5.0 Administration
- Linux – Red Hat
- Computer Inter-Net Concepts
- Application Servers
- Project Management
- General Psychology
- Engaging in Communication
- Critical Thinking and Problem Solving
- Dimensions of Human Relations

Certifications

- CCNA – Cisco Certified Network Associate 2003 + 2008
- MCSA 2003 – Microsoft Windows 2003 Server 2007
- CWNA – Certified Wireless Network Administrator from Planet3 Wireless 2007
- Wireless# - Entry level wireless from Planet3 Wireless 2007
- A+ - CompTIA Certification 2004
- i-Net+ - CompTIA Certification 2003
- Network+ - CompTIA Certification 2003
- CNA – Certified Novell Administrator 2003

REFERENCES

- Laurie VanHorn
- Jonathan Kreider
- LVanHorn@YMCARockies.org
- Jonathan.Kreider@lipper.reuters.com

INTERESTS

- Studying Spanish
- International Travel
- Cross Country Running
- Researching and studying new and emerging trends in the IT field
- Digital Photography

LANGUAGE PROFICIENCY

- English
- Spanish
- Fluent
- Intermediate

VOLUNTEERING

Probigua with Child-Aid

2006

Helping the children of Guatemala by establishing and maintaining libraries and computer labs in the many rural villages in which there is no access.

- Volunteered for 3 months
- Worked in various computer labs around the country helping maintain previously installed equipment
- Built new computers to be used in the country from overseas donations and spare parts
- Setup, configured and then installed computers at a small village library
- Setup, configured and then installed computers at a women's school which helped educate adults and bring the people's handmade crafts to the world market using the Internet

ANAI

2006

Working to protect against the extinction of the critically endangered leatherback sea turtle

- Night patrolled 8 miles of beach looking for the turtles laying their eggs
- Protected turtles and their eggs from poachers
- Measured nest dimensions, tagged their rear flippers, took tissue samples and noted the size of their shells