

FREELANCE IT CONSULTANT

Career Overview

Highly skilled, results-driven Information Technology Specialist/Consultant with experience in business operations, infrastructure management, software/hardware support, high/low end PC and Microsoft Server administration, and software development. Core Strengths Excellent critical and analytical skills Business process management Superior organizational, interpersonal, and Advanced level hardware and software time management testing Effective listening and communication Content management systems skills Mobile application development Troubleshooting and problem solving Accurate customer needs assessment proficiency Exceptional telephone etiquette Intelligent project management Vast technical knowledge and experience

Qualifications

- Excellent critical and analytical skills

Skills

Active Directory, Active Directory, Application Development, budget, Business Management and Development, business operations, business plan, C++, hardware, Network and systems, consultation, Consulting, client, clients, client support, databases, database, Designing, Document management, graphics, HTML, imaging, Information security, Information Technology, Java, LAN, Director, managing, access, C#, Microsoft Office, Microsoft Office products, Windows 7, Windows, Windows 8.1, Windows 2000, 2000, Microsoft Windows XP, Windows XP, Migration, multi-media, Network Administration, Network hardware, Network security, Network, Networks, Novell Network, operating system, organizational, PC Repair and Support, Copier, PHP, Printer, problem resolution, processes, project plans, reporting, servers, scripts, Software design, MS SQL, SQL, strategic, technical support, systems support, Upgrading, Vista, Visual Basic, website design, XML

Work Experience

Freelance IT Consultant

- Worked closely with technology vendors and distributors to gain access to equipment, software and accessories to keep technology costs within budget.
- Designed and implemented PC and laptop re-imaging process to lower operating system installation and configuration from 14 hours down to 1 1/2 hours per computer.
- Provided expert technical support and problem resolution to all customers.

Information Technology Specialist , 04/2012 i¼ Current Company Name i¼ City , State

- Acting as liaison between all departments to meet and exceed industry standards for technology requirements, business operations and Network security.
- Developing and managing project plans and reporting status updates to the IT Director, COO and Executive Director.
- Increasing efficiency of infrastructural technologies and organizational processes.
- Executing a self-created business plan designed to lower overall business operations cost by 81%.
- Training over 400+ employees to use Windows 7 Professional, Windows 8.1 as well as; other Microsoft Office products.
- Creating a strategic business plan to join technology and business operations together.
- Upgrading Network hardware, software and accessories.
- Advising and assisting in IT infrastructure implementation and management processes.
- Sharing Network and systems management responsibilities.
- Overseeing remote client support and services.
- Finalizing a migration from a Novell Network to Microsoft Active Directory on Windows Server 2012.
- Designing and planning to install Microsoft System Center Configuration Manager SCCM).
- Writing batch scripts to allow 200+ clients to access Microsoft Terminal Services in an Active Directory environment.

Information Technology Consultant Network Solution/Owner , 04/2007 i¼ 12/2012 City , State

- Provided consultation for appropriate business software and efficient hardware solutions.
- Acted as liaison between my clients, vendors and product distributors.
- Configured LAN's and WLAN's.
- Designed, tested, installed and monitored client Networks, computers, home theater and multi-media equipment.
- Analyzed system and registry data for infected computers and servers.
- Sold and installed highly efficient Network equipment for quicker database response times.

Help Desk Specialist , 08/2011 i¼ 04/2012 Company Name i¼ City , State

- Provided technical support for all network applications.
- Monitored and advised for standards relating to client-side interfaces, website design and graphics development.
- Served as an operating system expert and provided advanced technical support for all employees within the school district.
- Improved reliability of education software, systems and databases.
- Worked with clients to analyze computing inefficiencies, then recommended and implemented appropriate technologies that fit within the school district's budget.
- Maintained composure and patience when faced with difficult customer situations.
- Assisted in migrating from a Novell Network to a Microsoft Active Directory environment on Windows Server 2008.
- Shared the task of re-imaging 3000 computers with a self-created, custom built Windows 7 Professional to complete an operating system migration from Windows XP.

Education and Training

1 2012 Minnesota School of Business i¼ City , State , United States Associate of Applied Science Computer Science Computer Science
Information Technology AAS with Application Development Android, C++, C#, Java, PHP, SQL and Visual Basic development Business
Management and Development Microsoft Network Administration Microsoft Office 2010 Information Technology Internship