

JEREMY GRIFFITH

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Highly Motivated IT Professional

*Systems Administration • Operations Analysis
Scripting & Coding • Process Improvement*

Innovative and resourceful IT administrator with experience developing solutions to improve processes, manage outages, facilitate client satisfaction, and create measureable success.

Technology & Software

Utilized Unix/Linux expertise and shell scripting abilities to build monitoring tools and set high technology and software standards. Stellar Windows and Linux systems experience from installation to troubleshooting support. Well practiced in setting up IP networks. Completed extensive Cisco training.

Teamwork

Cultivated cross-functional relations with Automation and Software Development teams to develop solutions and champion process improvement. Viewed by colleagues as collaborative, adaptable, and consistently dependable.

Recognition & Awards

Honored with the coveted Wolf Pack Award for outstanding, proactive performance. Earned several awards for helpfulness, customer service, and handling large-scale outages. Received accolades for launching Linux-based task-list, saving time and resources. Recognized for establishing Standard Operating Procedures in payment acceptance.

Operating Systems

Mainframe - MVS, VM
Minicomputer - AS/400 (OS/400)
Unix - Solaris, HP-UX, SCO UNIX
Microcomputer - MS/DOS, OS/2
Windows – Workstation, Server
Light Novell Netware 3.12
Linux - Slackware, Red Hat, Fedora,
openSuSE, Debian, Ubuntu

Software

MS Office Suite • CA Unicenter
Visio • Postfix • Apache • IIS

Database

MySQL • Access

Languages

General Programming - Pascal, C++,
Perl, PHP, TCL

Shell Scripting - Bash, Korn

Web Programming - CGI, JavaScript,
D/X/HTML, CSS

Networking - Cisco IOS, Cisco
CatOS, Cisco routers and switches,
Samba Server, NIS, NFS

Professional Experience

Junior IT Technician, Network & Distributed Systems Group
Confidential Corporation, Englewood, CO

Summer 2011

Monitored front-end customer applications, including credit, debit, check, and EBT transactions as well as network links across MS Servers, Unix, AS/400, and HP Non-Stop systems. Resolved issues including fixing broken links, re-routing traffic, and escalating necessary problems.

Notable Accomplishments:

- ✓ **Saved time and streamlined processes** by creating scripts for a browser-based interface.
- ✓ Wrote a multi-shift, web-based task list using PHP (later converted to Perl/CGI and Korn shell scripts), allowing teams to **track and resolve tasks more efficiently**.
- ✓ **Slashed time required** to gather seasonal statistics from 45 minutes to less than five minutes by creating innovative, new program.
- ✓ **Created uniformity** by developing a tool to automatically send error alerts and monitor backups from a server console so all users could view status virtually.
- ✓ **Helped form more coherent team** by directed addressing productivity issue with supervisor.

Education

B.S., Information Systems | **Confidential University** | Denver, CO | 2011