

EDWARD PUTT JR.

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Over the past 15 years I have guided my career toward Windows Systems Administration and process improvements through in-house developments. The skills that I can provide to you were developed through my experiences as a System Engineer with Global Data Consultants, IT Consultant with E&E Consulting, Senior Systems Administrator with Penn State Office of the Vice President for Commonwealth Campuses, Senior Microcomputer System Consultant with Penn State Information Sciences & Technology, Lead Web Developer with Penn State World Campus Help Desk and Intranet Developer / Lead Method Sheet Coordinator with C-Cor.net.

Currently I am employed with Global Data Consultants and serve as a Systems Engineer consultant for multiple clients that range from 1 Server to 20+. Most of my clients are already established and depend on me to understand their environments, troubleshoot as issues arise, keep their infrastructure running efficiently, and advise on upgrades or changes. These clients range from simple domains with Office 365 to full blown Exchange, SQL, Onsite and Offsite backups. A lot of my clients come to me with very poor documentation which leads to lots of investigation, clean up from previous administration and improving security of their environments. This has increased my understanding of many different types of software and hardware that I had previously not been exposed to. In this position I have installed access points, replaced switches, setup firewalls, troubleshoot network issues, documented environments, setup backup systems, replaced servers, migrated physical to virtual conversions, executed domain upgrades, setup DHCP clustering and much more.

I was employed as a subcontractor through 4Consulting Inc. to Deloitte where I was contracted to the Pennsylvania Department of Human Services (DHS). As a Windows Systems Administrator for Deloitte I was located at DHS to work on various applications that span 100s of servers in several locations. These applications are always going through constant updates and changes. It was my job to verify and setup applications on servers to make sure they were setup per documentation/playbooks given. We were also migrating servers from Windows Server 2003 to Windows Server 2008 R2 or 2012. In moving these servers I have been crucial in fixing over 80,000 excel files using VBS scripting to modify the files to move them to a new server. The difficulty with these files is the workbook and worksheets were passwords protected, worksheets could be hidden, and the files could have 1000s of formulas to change. This script saved countless hours and removed human error in changing the files.

While employed as an IT Consultant by E&E Consulting, I worked as a System Administrator/Data Analyst at the Pennsylvania Department of Education. I performed technical and administrative functions supporting the Department of Education's integrated and highly visible enterprise wide applications including Pennsylvania's Information System (PIMS), PA Secure ID, Cognos, and the Early Warning Dashboard. I was responsible for identifying and investigating network issues by performing network support, running diagnostics, and troubleshooting application issues. I prepared and maintained technical documentation to be used in considering modifications, managing hardware and software resources.

When I was employed as a Systems Administrator III with The Office of the Vice President of Commonwealth Campuses (OVPCC) for Penn State University I was one of a three person IT group that supported a core group of PSU employees and a PSU VP. I was responsible for RedDot, a CMS, which was in control of 85% of the Commonwealth Campuses' main websites. I was the sole system administrator and helpdesk technician for the OVPCC group. I utilized Windows Server technology with redirect folders, roaming profiles and encrypted offline folders, as a lot of our users were mobile. This setup allowed the users to have a very small network footprint when their profiles were talking back to the infrastructure. I implemented a lot of infrastructure like many larger enterprise companies do to improve uptime, lessen downtime, speed up disaster recovery, and give ease-of-use to the user's experience. I used many tools to improve the I.T. infrastructure, reliability and accountability. I maintained 2 server locations that included; VMware ESX, tape libraries, Exchange 2003, SQL 2008, CommVault, iSCSI SANs, SCSI arrays, DHCP, DNS, AD, and GPOs.

As the Senior Microcomputer System Consultant at IST, my main responsibilities were application design, Windows server administration, 2nd level helpdesk and project management. The infrastructure that I helped maintain had Active Directory, DNS, DHCP, IIS 5 and 6, Cold Fusion MX, PHP, MS SQL 2000, CommVault backup, Exchange 2003 and various other server needs. In addition I have supported Deans, Faculty, Staff, and Students for; server, software, hardware and purchasing decisions.

I am committed to success and I look forward to talking with you about my qualifications can best benefit your organization. Thank you for your time and consideration. If you require any further information please do not hesitate to contact me.

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Sincerely,
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