

Education

ITT Technical Institute
Sylmar, CA

2003-2005
Bachelor of Data
Communications Degree –
Data Communication Systems
Technology

2001-2003
Associate of Applied Science
Degree –
Computer Networking Systems
Technology

Technical Skills

Advanced knowledge of network
routing technologies

- TCP/IP
- DNS
- WINS
- Management of NT/AD domains

Operating System Experience

- MS Windows Server
2003-2010
- Windows 7 and 8

Software Experience

- MS Office 2010/2003/XP
- Access 2010/2003/XP
- Access 2010/2003/XP
- Outlook 2010/98
- Visio
- Power Point
- MSIE
- FTP
- MS FrontPage
- Dreamweaver
- Symantec Suite AntiVirus
- Photoshop CS

Russell S. Jones

RUSSJONESit@gmail.com (949) 463-9078

Profile

I am a dynamic manager and leader with over 10 years of experience in IT operations, maintaining and improving systems while building and nurturing high-performance support teams for diverse organizations.

I am reputable for delivering high-impact, user-friendly solutions for complex issues while gathering support for change through confident and strategic planning. I am passionate about expertly combining critical thinking, training and communication skills in my career.

Experience

IT Technician

Advanced Tek Solutions (Contractor)

06/12 - present
Lake Forest, CA

- Helped rebuild an IT lab area and aid in desktop deployment
- Contract renewed past original contract date because of extremely positive results and to aid in additional company reorganization
- Function as a full IT technician while on-site.
- Aided in new Server 2008 R2 server deployment, desktop imaging and redeployment
- Managed a full ticketing and client response system.
- Worked with over a dozen clients, totaling 30 servers and 250 client machines.

IT Manager

Surfaces U.S.A.

05/08 - 07/10
North Hollywood, CA

- Purchased, maintained and repaired computers for 7 offices, 40+ employees and 7 servers daily
- Implemented an area-wide networking inventory system
- Provided support from software to hardware to cubicle furniture and layout
- Combined 6 websites into one existing website

Lead IT Support Tech

Suncal Companies

04/05 - 05/08
Irvine, CA

- Configured, installed and administered network infrastructure and telecommunication systems that supported staff of 350 personnel
- Established new IT policies
- Fulfilled leading role responsibilities including the addition and changes to user desktops and e-mail accounts
- Installed and configured servers, facilitating backup and restoration
- Monitored, configured and maintained over 75 printers

College Work Study

ITT Technical Institute

2004-2005
Sylmar, CA

- Repaired and maintained ITT Tech's network, consisting of 4 servers and 150 computers

Plane Captain/Aviation Ordnance Man

USS Nimitz, United States Navy

1992-1999
Oak Harbor, WA

- Performed maintenance of EA6B attack aircraft
- Conducted pre/post flight inspections.

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Katy Piotrowski



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Bible John Walkenbach,Herb Tyson,Faithe Wempen,Cary N. Prague,Michael R. Groh,Peter G. Aitken,Michael R. Irwin,Gavin Powell,Lisa A. Bucki,2007-05-22 Completely revised for Office 2007 this best of the Bible presents Office you with the most useful content from leading experts like John Walkenbach Cary Prague Faithe Wempen and Herb Tyson The book features valuable information to help you no matter your level of expertise get up to speed on the new features in Excel Access Outlook Word and PowerPoint You ll quickly get savvy with the most widely used business application suite worldwide

Word 2007 In Simple Steps Kogent Solutions Inc,2008-02 WORD 2007 IN SIMPLE STEPS is a book that helps you to learn WORD 2007 the latest offering from Microsoft Being precise and complete it offers the reader a cutting edge in the field of Microsoft Office With an easy to understand style lots of examples to support the concepts and use of practical approach in presentation are some of the features that make the book not only unique but also provides a sort of limited edition look to the book **Microsoft Office 2007 QuickSteps** Marty Matthews,Carole Matthews,2008-10-15 Microsoft Office has an estimated 400 million users worldwide **Computer Technician Career Starter** Joan Vaughn,2001 Essential for people seeking a rewarding career as a computer technician **Cyberspace Resume Kit** Mary B. Nemnich,Fred Edmund Jandt,1999 A guide to putting a resume online that shows how to take advantage of state of the art Internet features that have revolutionized job searching The authors show how to incorporate numerous elements into HTML resumes including graphics color and links Also included are evaluations of 80 plus Internet resume sites interviews with industry insiders on the most effective ways to produce and use cyberspace resumes and how to register a Web resume Annotation copyrighted by Book News Inc Portland OR *What's New in Microsoft Office 2003* Catherine Manning Swinson,Cheri Manning,Cheryl Manning,Donald Amoroso,2004-07 Thousands of learners have asked for high quality materials that focus on technologies that go beyond core applications of Microsoft Office McGraw Hill Technology Education has answered these requests with 4 new titles making up the Plus Series This books were designed to stand alone as primary texts or to supplement instruction in core courses The Plus Series books are brief easy to use and less expensive than primary textbooks

Military Resumes and Cover Letters Carl S. Savino,Ronald L. Krannich,2003-10-29 A revised edition of the ultimate resume and letter writing guide for transitioning military personnel Here s the book that provides important answers to many questions facing job seekers with military experience This book shows how to write produce distribute follow up and evaluate resumes and letters with maximum impact Identifying what employers really look for on resumes and letters it shows how to craft dynamite employer centered communications as well as identifies 28 major myths and mistakes outlines a 7 step job search process reveals 65 key writing production distribution and follow up principles specifies a 6 step military to civilian language translation process includes examples of over 60 resumes and 14 letters and lists nearly 40 top Internet

employment sites you should use Rich with examples and sound career planning advice the book also includes several unique self evaluation instruments and resume data forms for strengthening job search communication *The Job Hunter's Resource Guide* A. D. Lowe,1995 **Job Searching Online For Dummies?** Pam Dixon,1998-05-27 Every job hunter knows the Internet is loaded with career opportunities Job Searching For Dummies lights the path to the perfect job The CD ROM contains the software necessary for connecting to a selected online service templates for building an online resume a Web browser and an HTML file link to all of the sites listed in the directory **Getting Results with Microsoft Office for Windows 95** Microsoft Version 7.0,1995 **Getting Results with Microsoft Office for Windows 95** Microsoft Corporation,1995 Guide for a set of business productivity applications designed to work together including Microsoft Word Excel PowerPoint Schedule Access and Microsoft Bookshelf which is made of of eight reference volumes **The Career Coward's Guide to Resumes** Katy Piotrowski,2008 This third book in the Career Coward s series helps readers tackle the Herculean task of assessing their strengths and creating a paper sales document about themselves In her friendly and comforting style career coach Katy Piotrowski walks readers though all the basic steps of writing a resume and cover letter that fairly promotes their strengths and experiences without sounding like bragging You ll learn how to determine what to include on your resume for great results develop your unique experiences into powerful resume content follow a foolproof process for creating a resume that works and write outstanding cover letters in just minutes *Careers in Focus* Lee Jackson,Leona Jackson,2003 Highlights career profiles of successful professionals in various occupations Haldane's Best Resumes for Professionals ,2000 Outlines the principles of writing an effective resume that will attract the attention of potential employers **Datamation** ,1997 **CBA Record** ,1998 **Reporting Technical Information** Kenneth W. Houpp,Thomas E. Pearsall,Elizabeth Tebeaux,1998 The leading text in technical writing since 1968 Reporting Technical Information covers basic strategies of composing techniques of presentation and document design It also provides detailed analyses of document applications including oral presentation and features a complete handbook of grammar and usage Appendices supply lists of technical reference books and guides along with a complete bibliography This ninth edition of Reporting Technical Information places greater emphasis than any previous edition on international communication and the implications of global and multicultural correspondence Documentation instructions include MLA style Chicago Style and APA style a style guide for citing the Internet as a source is included as well The new edition includes material on writing collaboratively via email synchronous discussions and FTP sites and expansion of electronic communication The design of on line documents has been added to document design and the treatment of graphical elements now includes electronic graphics programs Instruction on using the Internet in job searches is featured as well The ninth edition is supplemented by the Tech Community website <http://www.abacon.com/techcommunity> Resources that support technical communication activities for both students and instructors can be found at this site MCTS Windows Vista Client Configuration Passport

(Exam 70-620) Brian Culp, 2007-09-06 Accompanying CD ROM includes practice exam The Family PC Guide to Homework
Gregg Keizer, 1996-09-05 An informative guide written for parents of children ages 3 to 15 offers software reviews covers
such topics as reading math geography history science art music and languages and contains a CD ROM with product demos
and computer tips for researching on line Original All Users

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Table of Contents Resume Template Buy Online Install

1. Understanding the eBook Resume Template Buy Online Install
 - The Rise of Digital Reading Resume Template Buy Online Install
 - Advantages of eBooks Over Traditional Books
2. Identifying Resume Template Buy Online Install
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Resume Template Buy Online Install
 - User-Friendly Interface
4. Exploring eBook Recommendations from Resume Template Buy Online Install
 - Personalized Recommendations
 - Resume Template Buy Online Install User Reviews and Ratings
 - Resume Template Buy Online Install and Bestseller Lists

5. Accessing Resume Template Buy Online Install Free and Paid eBooks
 - Resume Template Buy Online Install Public Domain eBooks
 - Resume Template Buy Online Install eBook Subscription Services
 - Resume Template Buy Online Install Budget-Friendly Options
6. Navigating Resume Template Buy Online Install eBook Formats
 - ePub, PDF, MOBI, and More
 - Resume Template Buy Online Install Compatibility with Devices
 - Resume Template Buy Online Install Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Resume Template Buy Online Install
 - Highlighting and Note-Taking Resume Template Buy Online Install
 - Interactive Elements Resume Template Buy Online Install
8. Staying Engaged with Resume Template Buy Online Install
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Resume Template Buy Online Install
9. Balancing eBooks and Physical Books Resume Template Buy Online Install
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Resume Template Buy Online Install
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Resume Template Buy Online Install
 - Setting Reading Goals Resume Template Buy Online Install
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Resume Template Buy Online Install
 - Fact-Checking eBook Content of Resume Template Buy Online Install
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
- Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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