

JAMES C. KELLOGG

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OBJECTIVE:

I am seeking a position that complements my knowledge and experience of computers and computer networks in a professional environment.

EDUCATION:

- Bachelor of Science in Computer Information Systems, Friends University, 4.0 G.P.A
- Degree in Computer Operations, Manhattan Area Vocational Technical School

CERTIFICATIONS:

- MCSE, Windows 2003
- MCP, SMS 2.0
- ShoreTel IP Telephone system
- MCSE, Windows 2000
- A+ Certified
- ShoreTel Contract Center
- MCSE, Windows NT 4.0
- HP Printers
- IBM Warranty Basics

TECHNICAL ABILITIES:

Software experience with:

- Windows (Client and Server)
- MS SQL Server
- Enterprise Antivirus Solutions
- Windows Mobile
- MS Office (All Versions)
- Internet Information Server
- Visual Studio .NET
- Palm CE
- MS Exchange Server
- MS Systems Management Server
- Crystal Reports
- Other Database Servers

Hardware setup and troubleshooting experience with:

- Servers
- Printers
- Network routers & switches
- Wireless Devices
- Desktops / Laptops
- Telephone systems

WORK EXPERIENCE:

Leslie Rudd Investment Company, 2416 E. 37th St. N., Wichita, KS 67219, Phone (316) 831-9958

Manager of Information Technology: April 2008 – July 2009

- Provided all IT services for parent company and 4 subsidiaries at 5 locations in Kansas and California.
- Administered service and support contracts for Internet connections, telephones, cell phones, printers, etc.
- Maintained WAN connections between all sites using SonicWall and Cisco firewalls with VPN tunnels.
- Maintained an Active Directory domain consisting of Server 2003, 2003 R2, and 2008 servers.
- Maintained an email system utilizing Microsoft Exchange with a SonicWall spam filter.
- Installed and maintained a web Dashboard system, utilizing IIS for web services and IDashboards for dashboard functions.
- Developed an automatic method of retrieving and reporting billing data from UPS for all companies plus 3 sister companies.
- Migrated the production software at a Winery from a web based service to a local, server based system.
- Installed a new IP based telephone system at the main office.
- Utilized Microsoft Distributed File System to fully replicate the network file system between locations, thereby creating "Hot Site" functionality for the network drives.
- Utilized Volume Shadow Copy to create a user accessible document recovery system that backs up files four times a day.
- Utilized command scripts and Group Policies to ensure consistent computer configurations.

Viega LLC, 301 N. Main, Floor 9, Wichita, KS 67202, Phone (316) 425-7400

Network Administrator: January 2007 – April 2008

- Administer Active Directory network spread across 7 locations connected by MPLS
- Advise the Director of Information Technology on department matters
- Installed and administered IP Telephone and voicemail system
- 1st and 2nd tier support for 500 clients, 150 are permanently mobile
- Installed network at new facility in Reno, NV
- Restructured Active Directory to streamline administration
- Restructured network files into a Distributed File System structure
- Utilized Group Policies to ensure consistent computer configurations
- Setup method of encrypting and transferring information to and from Bank of America

WORK EXPERIENCE (cont.):

Brittain Machine, Inc., 2520 S. Sheridan, Wichita, KS 67217, Phone (316) 942-8223

IT Systems Administrator: January 2004 – January 2007

- Installed and maintained a network of 5 Windows servers and 60 clients.
- Installed and maintained CAD system
- Upgraded domain from Windows NT 4 to Windows 2003.
- Upgraded Exchange server from Exchange 5.5 to Exchange 2003.
- Upgraded manufacturing system from Foxpro / SQL based to Progress based.
- Created data downloads using Crystal Reports, Excel, Access, and Visual Studio .Net.
- Created the interface between the MRP system and the Payroll system.
- Chaired ERP Management meetings that streamlined processes and resolved issues.
- Created training materials and instructional documents.
- Trained employees on current and new technologies and procedures.
- Implemented network based fax-from-desktop solution.
- Utilized Group Policies in Active Directory to streamline user and computer administration.
- Performed all adds, changes, and deletes on an NEC telephone key system.
- Created remote access features that enable mobile access to Email, Terminal Services, VPN, etc.

Friends University, 2100 W. University, Wichita, KS 67213, Phone (316) 295-5000

Network Technician: December 2001 – January 2004

- Installed and maintained a network of 30 Windows servers.
- Deployed software to a 200 node network.
- Built computer images for faculty, staff, and student computers using Norton Ghost.
- Created new and maintained backup procedures.
- Installed and maintained a corporate antivirus solution.
- Provided final tier helpdesk support.
- Trained computer technicians on new policies and technologies.

Helpdesk Coordinator: November 2000 – December 2001

- Set the policies and procedures that ensure the helpdesk runs smoothly.
- Supervised support technicians and student workers.
- Provide backup support for the Network Administrator and the Telecommunications Coordinator.

PC Systems Analyst: November 1998 - November 2000

- Diagnosed and repaired problems with computer hardware and software for faculty and staff.
- Installed and maintained personal computers, laptops, servers, and other network equipment.
- Worked with other computing personnel to research and implement new technologies.
- Supervised student workers.

PROFESSIONAL MEMBERSHIPS and ACTIVITIES:

- Association of Information Technology Professionals
- Assisted with the setup of the computer systems at the Wichita Industrial Trade Show, 2001 & 2005
- IEEE Computer Society

ADDITIONAL TRAINING:

- MOC 5047 – Introduction to Installing and Managing Microsoft Exchange Server 2007, Executrain
- MOC 5049 – Managing Messaging Security Using Microsoft Exchange Server 2007, Executrain
- MOC 5050 – Recovering Messaging Servers and Databases Using Microsoft Exchange Server 2007, Executrain
- Oracle Database 10g: Administration, Quilogy
- Shoretel Certified Installer, Shoretel
- Implementing the Shoretel Contact Center, Shoretel
- Implementing and Managing Microsoft Exchange Server 2003, Centriq University
- Vista 6.x Knowledge Camp, Epicor Software
- Database Administration, Progress Software
- Microsoft Windows Management Instrumentation, Executrain
- Microsoft SQL 7.0 Administration, New Horizons
- Installing and Maintaining SMS 2.0, QuickStart Technologies
- Definity Basic Administration, Lucent Technologies
- Troubleshooting, Maintaining, and Upgrading PCs, CompuMaster