

Russell S. Jones

RUSSJONESit@gmail.com

(949) 463-9078

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

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)

01/12 - 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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Career Abundance Madhukar Raj,2022-11-19 SECRETS OF CAREER ABUNDANCE FOR BOTH GOOD TIMES AND TOUGH TIMES Why do some employees land the best job offers effortlessly again and again How do some employees manage to get along well with even the most difficult Boss Why are some employees liked appreciated and respected by everyone a lot Why are some employees rewarded with the highest hikes and rapid promotions Why is it that some employees never have to worry about job security and automation How do some employees achieve a perfect balance of work and personal life There is a distinct pattern of mindset strategies tactics decisions and behaviour responsible for a small fraction of employees experiencing a perfect career journey This book reveals the street smart secrets you can apply to transform your own career and life to attain unlimited abundance Thousands of employees have successfully implemented these techniques to achieve massive success and happiness You can do so too Just one idea could help you kick start boost salvage and secure your career in the post pandemic world of rapid automation

HACK THE JOB MADHUKAR RAJ,2018-02-12 One of the simple hacks shared in this book helped the author move from a 22 000 a year job to a 65 000 a year job in one month Just one hack was worth 43 000 While such results are not typical or guaranteed one of these hacks may be just what you need to kick start boost salvage or secure your career Employment has turned into a high speed roller coaster ride for employees over the last couple of years And job automation is snatching away their safety restraints midway exposing them to the real threat of a dangerous plunge Employees have to throw away the old rulebook and instead hack their way to success and security in a lopsided battle for jobs against intelligent machines in what is predicted to be an unprecedentedly competitive future Over 2100 years of collective experiences of employees around the world are bundled into this comprehensive yet practical hack book This indispensable book arms you with powerful hacks that you can apply to Gain clarity on the fundamental reasons why you work or want a job Find your first or next dream job by confidently clearing interviews Transform your current job into a dream job by bridging the gap Become the master key that can unlock any type of Boss Recognize what your organization really expects from its employees Gain insight into what happens behind the scenes in management Determine if it s time to consider a job or career change Ace your performance appraisals to receive the highest rating Get elevated to higher positions quickly Obtain the maximum hike percentages and bonuses Salvage and boost a stagnating career Minimize your chances of being fired or laid off Bounce back quickly from a job loss situation Adopt the right strategy to ride the job automation wave Minimize stress and achieve a better work personal life balance Deal with a mid life or mid career crisis If an employee will read only one book in an entire lifetime it has to be this one

Electronic Resumes & Online Networking Rebecca Smith,2000 The ways in which job hunters can market their resumes and advertise their talents have grown immensely with the advent of the Internet This second edition of Electronic Resumes and Online Networking shows how to become Internet savvy to gather information find the right job and submit a resume online

Tech Essentials Navigating Information Technology Mr. Piyush Kumar , Mr. Rahul Sharma ,Ms. Himani Chaudhary, Mr. Raghvender Singh ,2024-06-14 Tech Essentials Navigating Information Technology is a comprehensive textbook that delves into both hardware and software aspects Written by eminent IT professionals the book provides expert advice in depth analyses and practical examples It meticulously explains the functioning of hardware components while covering essential software concepts Whether you re a student or a practitioner this book offers valuable insights into the dynamic field of information technology

Résumés in Cyberspace Pat Criscito,2000 Updated to help job seekers take full advantage of the latest cyberspace trends and technology this book provides detailed instruction on designing a resume for computer networking Readers will learn to make their resume attention catching scannable and effective in helping them get that job they re seeking They ll also find advice on using the World Wide Web and a variety of commercial on line services to find and land career positions

Computer Technician Career Starter Joan Vaughn,2001 Essential for people seeking a rewarding career as a computer technician

Computing Japan ,1999

How Hard are You Knocking? Timothy Augustine,Rana Curcio,1996 Through extensive research with corporate executives and interviews with professional recruiters Timothy Augustine has compiled a concise and relevant guide to getting job offers Whatever your trade use this insider s handbook to learn exactly what recruiters are looking for

How Hard Are You Knocking teaches innovative networking strategies how to prepare knockout resumes and finally how to win the interview and the job

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

Exploring Microsoft Office Publisher 2003 Cindy Stevens,2004 For Introductory Computer courses in Microsoft Office 2003 or courses in Computer Concepts with a lab component for Microsoft Office 2003 applications Master the How and Why of Office 2003 Students master the How and Why of performing tasks in Office and gain a greater understanding of how to use the individual applications together to solve business problems

Graduating Engineer & Computer Careers ,2004

Microsoft Office 2007 QuickSteps Marty Matthews,Carole Matthews,2008-10-15 Microsoft Office has an estimated 400 million users worldwide

College Grad Job Hunter Brian D. Krueger,1995 College students want the facts They don t want to know how job hunting used to be done or how to get a job if you ve been downsized They want to know how to downplay a lack of work experience or the summer they spent flipping burgers how to get references from professors how to succeed at job fairs and how to negotiate a decent salary This book is packed with over 200 different techniques and tactics any one of which will make a significant impact on a job search There are many new and fresh ideas that can be put into immediate action No theory No philosophy Just down to

earth information a college grad can use immediately in their job search Microsoft® Office 2013 QuickSteps Carole Matthews, Marty Matthews, Bobbi Sandberg, 2013-07-06 Full color step by step guide to the new release of the world's most popular productivity suite of applications Get up and running with Office 2013 right away the QuickSteps way Full color screenshots on every page with clear instructions make it easy to use the latest release of Microsoft's powerful productivity suite Follow along and quickly learn how to create Word documents build Excel spreadsheets manage Outlook email contacts and schedules design PowerPoint presentations and much more This practical fast paced guide gets you started in no time Use these handy guideposts Shortcuts for accomplishing common tasks Need to know facts in concise narrative Helpful reminders or alternate ways of doing things Bonus information related to the topic being covered Errors and pitfalls to avoid The unique landscape oriented layout of the QuickSteps series mimics your computer screen displays graphics and explanations side by side and lays flat so you can easily refer to the book while working on your computer **International Job Finder** Daniel Lauber, Kraig Rice, 2002 Offers over 1 001 ways to find international jobs throughout the world especially in today's troubled times 10 000 first printing Advertising extensive online promotion Author radio tour **Exploring Microsoft Office 2003 Enhanced Edition- Adhesive** Robert T. Grauer, Maryann Barber, 2005 For Introductory Computer courses in Microsoft Office 2003 or courses in Computer Concepts with a lab component for Microsoft Office 2003 applications Master the How and Why of Office 2003 Students master the How and Why of performing tasks in Office and gain a greater understanding of how to use the individual applications together to solve business problems **Exploring Microsoft Office Word 2003 Comprehensive- Adhesive Bound** Robert T. Grauer, Maryann M. Barber, 2004 For Introductory Computer courses in Microsoft Office 2003 or courses in Computer Concepts with a lab component for Microsoft Office 2003 applications Master the Skills of Office 2003 With the hands on approach and conceptual framework students will master the skills and apply them in their personal and professional lives **PC Magazine** ,1998 Resumes that Mean Business David R. Eyler, 1996 Guide to the preparation of winning resumes Covers electronic resumes faxes and videotaped resumes 75 model resumes cover letters HOW 10 James Leland Clark, Lyn Clark, 2004 Since 1975 HOW and its subsequent editions have been a prominent reference source for business writers office personnel and students With every new edition HOW has kept pace with changes in our language and the business environment striving to provide a useful and easy to understand reference manual for all professionals involved in organizational operations It includes detailed and precise information for writing formatting and transmitting communications Unlike other reference books HOW 10 is tailored for writing style grammar mechanics and techniques in a business office environment This text can be used as a stand alone reference or as a supplement

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