

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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Office 2007 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

Professional Practice for Interior Designers Christine M. Piotrowski, 2020-03-31 The leading guide to the business practice of the interior design profession updated to reflect the latest trends For nearly thirty years Professional Practice for Interior Designers has been a must have resource for aspiring designers and practicing professionals This revised and updated Sixth Edition continues to offer authoritative guidance related to the business of the interior design profession from the basics to the latest topics and tools essential for planning building and maintaining a successful commercial or residential interior design business Filled with business tips and best practices illustrative scenarios and other pedagogical tools this revised edition contains new chapters on interior design in the global environment building client relationships and online marketing communications The author also includes updated information on web and social media marketing branding and prospecting for global projects Recommended by the NCIDQ for exam preparation this Sixth Edition is an invaluable resource for early career designers or those studying to enter the profession This important book Contains three new chapters that focus on client relationships marketing communications and interior design in the global marketplace Includes new or updated sections that reflect the recent trends related to social media branding sustainable design practice and more Offers invaluable pedagogical tools in every chapter including chapter objectives and material relevant for the NCIDQ Instructors have access to an Instructor s Manual through the book s companion website

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

How to Climb the Self-Publishing Rockface Jayne Willingale, 2024-04-28 Knowing what to expect when you are self publishing is half the battle How to Climb the Self Publishing Rockface takes you through the main self publishing routes step by step so there are no surprises when you start It covers the same processes as in my videos available here but in greater depth It will give you the behind the scenes look at each of the publishing routes as well as the main points to cover before you start A guide through the main online publishing routes and the best way to go about it What you need to have before you publish How best to keep track of what you are doing and why A whole range of resources to help you I show you each step of the

publishing process in three different platforms give you links to extra help and if you need even more help there is a Companion Workbook available too If you ve written a book or always wanted to publish a book online but had no clue how to go about it this is the book for you

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

PCs for Teachers Pamela R. Toliver,Carol Kellogg,1996 Chock full of humor and easy to understand explanations this new guide for teachers and trainers presents a complete overview of the PC starting with an introduction to PC basics It then moves on to offer great ideas for using PC s in a class setting and more The disk includes templates such as attendance and progress charts for easier classroom preparation

Microsoft Office Outlook 2003 QuickSteps Martin Matthews,Kellen Diamanti,Curt Simmons,2004-02-26 Brace yourself because here comes QuickSteps The fast easy accessible information on Outlook 2003 in a full color cookbook style format Provides answers to all of your How do I questions in a concise and meaningful way Lengthwise page layout allows for easy page viewing Useful tips and cautions are displayed in the margins so that they don t break the flow of the quick steps themselves

EResumes Susan Britton Whitcomb,Pat Kendall,2001 An A to Z guide for job seeking online in the 21st century this book tells how to construct post attach and send the perfect resume to ace the job

The Job Hunter's Resource Guide A. D. Lowe,1995

Word 2003 Scott Basham,2004

The Software Encyclopedia 2000 Bowker Editorial Staff,2000-05

PC Magazine ,2008

Compute ,1990-06

PC World ,2000

Microsoft Windows XP Gary B. Shelly,Thomas J. Cashman,Steven G. Forsythe,2002-10-20 Part of the highly successful Shelly Cashman Series this text offers a clear step by step screen by screen approach to learning Microsoft Windows XP Nine projects provide thorough coverage of basic through advanced Microsoft Windows XP skills

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

Art in America Frank Jewett Mather,Frederic Fairchild Sherman,2008

Microtimes ,2000

Business Software ,1985

Datamation ,1997

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