

# 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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Raghvender Singh**

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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

**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

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

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tasks in Office and gain a greater understanding of how to use the individual applications together to solve business problems

**Microsoft Office System** Michael J. Young, Michael Halvorson, 2004 Hey you know your way around Microsoft Office so now dig into the 2003 edition and really put your PC to work Covering Microsoft Access Excel FrontPage Outlook PowerPoint Word and new Microsoft Office InfoPath this supremely organized reference packs hundreds of timesaving solutions troubleshooting tips and workarounds in concise fast answer format It's all muscle and no fluff Discover the best and fastest ways to perform everyday tasks and challenge yourself to new levels of Office mastery Build on what you already know about Office and quickly dive into what's new Maximize your document's impact with expert formatting graphics and special effects Master your schedule and e-mail including sending live attachments and Internet faxes Build better spreadsheets and databases crunch numbers and use powerful data analysis tools Create and deliver compelling multimedia PowerPoint presentations Design and construct a sophisticated Web site Capture and exchange data seamlessly between programs and colleagues using XML InfoPath and SharePoint Team Services Use macros and Microsoft Visual Basic for Applications to customize Office CD features Complete eBook Catalog of select Office resources with links to third party tools and demos Microsoft add-ins demos and trials including Insider's Guide to Microsoft Office OneNote eBook Microsoft Computer Dictionary Fifth Edition eBook 10 000 entries A Note Regarding the CD or DVD The print version of this book ships with a CD or DVD For those customers purchasing one of the digital formats in which this book is available we are pleased to offer the CD DVD content as a free download via O'Reilly Media's Digital Distribution services To download this content please visit O'Reilly's web site search for the title of this book to find its catalog page and click on the link below the cover image Examples Companion Content or Practice Files Note that while we provide as much of the media content as we are able via free download we are sometimes limited by licensing restrictions Please direct any questions or concerns to [booktech@oreilly.com](mailto:booktech@oreilly.com)

**PC Magazine**, 1998

**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

*Workforce Strategies*, 2004

*Human Resources Report*, 2004

**Microsoft Office Word 2003** Gary B. Shelly, Thomas J. Cashman, Misty Vermaat, 2004 For the past three decades the Shelly Cashman Series has effectively introduced computers to millions of students consistently providing the highest quality most up to date and innovative materials in computer education Enjoy the proven step by step style and improved Excel 2003 updates of the Shelly Cashman Series and enhance your Office application skills today

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