

# 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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**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

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**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

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