

## Ron Wells

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### Senior System & Network Administrator

Self motivated long-time technology professional demonstrating excellence in IT systems both hardware and software with experience establishing, troubleshooting and maintaining corporate computer and PBX phone systems, and a superior quality background in high tech manufacturing looking for a position working in a fast-paced environment where my skills will contribute to the improvement of company and user productivity while learning new methods and technologies.

#### Certifications:

Microsoft Certified Professional since 2003  
Currently testing for MCSA



#### Qualification Highlights:

- Information Technology
- Multi-Platform Networking
- Hardware Assembly/Testing
- Systems Integration
- Migration/Upgrade

#### IT RESPONSIBILITIES:

##### *Computers*

Purchase new servers, desktops, and laptops when needed.  
Allocate desktops and laptops where needed.  
Troubleshoot hardware and software problems on phone with users.  
Qualify new hardware and software, including Vista and 7.  
Responsibly dispose of old hardware.

##### *Software*

Purchase, configure, and maintain servers:  
Blackberry Enterprise Server; Exchange 2003; Microsoft update server; company anti-virus server  
Install and configure software on computers as needed for users.  
Integrate new software into standard computer setup.  
Maintain backups of all Corporate computers.  
Preventative maintenance on servers  
Maintain company firewall and adjust settings as needed.

##### *Users*

Set up new users in Active Directory, Exchange, and DMSI as needed.  
Configure accounts for correct access to network resources.  
Configure email accounts and addresses  
Remove terminated employees

##### *Networking*

Troubleshoot networking problems.  
Order and replace network hardware if faulty.  
Work with patch cables, fiber optics, hubs, switches, routers, etc.  
Install wireless networks at branches, extend the network, and connect computers as needed.  
Set up VPN connections for remote computers and laptops.

### *Phone system*

Nortel Meridian Option 11C with Callpilot voicemail  
Troubleshoot problems with phones, voicemail, MIRAN  
Order/replace phones as needed.  
Add new users to system, set up phone numbers, voice mail, and desktop software as needed.  
Contact Verizon for repair issues and work with Verizon tech on repairs.

### *Printers*

Troubleshoot printer errors on users systems, print servers, Unix, DMSI  
Order new printers as needed and set up new printers for branches.  
Set up/adjust print queues in Unix, DMSI, Formtrap, and/or RPM  
Repair or replace malfunctioning printers  
Set up and configure copiers for network printing and scanning to users' computers  
Order maintenance kits for HP printers and install as needed.

### *Cell phones/Blackberry phones*

Maintain Blackberry server.  
Add/remove users on Blackberry server.  
Order Blackberries as needed, wipe and reissue old phones  
Instruct new users if necessary on Blackberry use.  
Order laptop cell cards when needed, install cards on laptops and test.  
Contact Verizon for account issues.  
Order new lines of service when needed and cancel old line when not needed.

## **OTHER RESPONSIBILITIES:**

Document all processes and instruct new IT people.  
Set up projectors and laptops for presentations.  
Help visitors connect to wireless networks.  
Supervise new IT staff members.

## **OTHER SKILLS:**

Electronic Assembly, Surface Mount Technology (Manufacturing, Pick and Place machines, Quality Control and Rework), Through Hole soldering, ESD certified, Clean Room Manufacturing up to Class 10, Laser Safety, Optics alignment,

## **EMPLOYMENT:**

Lumber Products, LLC., Tualatin, Oregon; IT Network Administrator, 2004-Present  
Heaven's Blessings Tiny Zoo, LLC., Newberg, Oregon; CIO, 2003-Present  
Cascade Microtech, Beaverton, Oregon; Mechanical Assembly Tech III, 2003-2004  
Suntron, Newberg, Oregon; SMT Machine Operator, 2003  
ETEC Systems, Inc., Hillsboro, Oregon; System Integration, Final Assembly, Manufacturing, Stock Room, 1996-2002

## **EDUCATION**

ITT Technical Institute, Portland, OR; B.S. Automated Manufacturing Technology, Highest Honors, Graduated 1995  
University of Idaho, Moscow, ID; Computer Science major, 1986-1989