

VICTORIA REE

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OBJECTIVE

Seeking a position in Information Technology where I can utilize and enhance my skills and abilities as well as improve your company's productivity and profitability.

SKILLS PROFILE

Software: Adobe CS3, Macromedia Dreamweaver 8, Microsoft Office 2007 (including Front Page, Access, Word, PowerPoint, Excel, Outlook with Business Contacts Manager), Alliance Technologies -CompUtility, Joomla!, Corel Paint Shop Pro

Programming and Internet Languages: C, CSS, HTML, XHTML, JavaScript, Visual Basic For Applications, XML, ASP, Dynamic HTML, SQL

Operating Systems: Microsoft DOS, Windows, UNIX, MAC OS X

Databases: Microsoft SQL Server, Microsoft Access, MySQL, Oracle

EMPLOYMENT HISTORY

Zones – www.zones.com

04/2008 - PRESENT

Web Services Developer – Maintenance Supervisor

Performed all aspects of information technology administration, development and support, including:

- Website Design, Administration and Training
 - Managed projects with respect to workflow, timelines, priorities and budgets
 - Designed and maintained client web sites
 - Created dynamic web sites with database backend using MySQL Database
 - Maintained website backups via CRON job and disaster recovery plans
 - Contributed to application development, including functional requirements, database administration and implementation of server-side code
 - Assisted in developing site maintenance agreements with customers
 - Contributed to time estimates for new projects
 - Participated in the early stages of a project to help define technical specifications
 - Ensured that long term, quality relationships are being built/maintained for all clients
- Database Design and Administration
 - Designed and maintained databases for website management
 - Designed forms, queries and reports
 - Basic administration of SQL Server 2000, MySQL and Microsoft Access databases as well as client installations
- Network Administration
 - Help Desk / End-user support for hardware, software and Windows operating systems

Association Development Group, Inc.

02/2007 – 01/2008

Director of Information Technology

Performed all aspects of information technology administration, development and support, including:

- Network Administration
 - Maintained the availability of company computer resources including servers, workstations, laptops, printers and multimedia equipment
 - Administered multi-server Windows Server 2000/2003 LAN, 14 workstations and 14 end-users
 - Maintained inventory of IT assets
 - Purchased software licensing and tracked licensing compliance
 - Administered and maintained Microsoft Active Directory and user accounts
 - Maintained system tape backups and disaster recovery plan
 - Maintained all servers, PC's, workstations and printers
 - Help Desk / End-user support for hardware, software and Windows operating systems
 - Produced system/network documentation
 - Maintained network security policy, addressed server security issues and applied appropriate security patches and upgrades

- Database Design and Administration
 - Designed and maintained databases for membership and website management
 - Designed forms, queries and reports
 - Basic administration of SQL Server 2000, MySQL and Microsoft Access databases as well as client installations
- Website Design, Administration and Training
 - Designed and maintained client web sites including multiple association websites, and a 5 thousand-record web-based membership-management system
 - Created dynamic web sites with database backend using SQL Server , MySQL and Microsoft Access
 - Assisted and trained website clients in the use and maintenance of their website via GoToMeeting

New York State Telecommunications Association

05/2000 – 12/2006

Manager, Information & Website Technology

Performed all aspects of information technology administration, development and support, including:

- Network Administration
 - Maintained the availability of company computer resources including servers, workstations, laptops, printers and multimedia equipment
 - Administered Microsoft Windows Small Business Server 2000 LAN, 7 workstations and 7 end-users
 - Maintained inventory of IT assets and IT yearly budget
 - Purchased software licensing and tracked licensing compliance
 - Administered and maintained Microsoft Active Directory, Microsoft Exchange and user accounts
 - Maintained system tape backups
 - Maintained all servers, PC's, workstations and printers
 - Help Desk / End-user support for hardware, software and Windows operating systems
 - Produced system/network documentation
 - Maintained network security policy, addressed server security issues and applied appropriate security patches and upgrades
 - Maintained Samsung iDCS telephone system – including Intranet with phone system instructions
- Database Design and Administration
 - Designed and maintained databases for membership and website management
 - Designed forms, queries and reports
 - Basic administration of SQL Server 2000 and Microsoft Access databases
 - Developed and maintain the primary NYSTA database, emergency reference database, and website database. Pioneered the use of Access/ADP databases. Developed SQL Server Database schema to run online meeting registration.
- Website and Graphic Design
 - Graphic Design for NYSTA Yearly Directory covers and webpage images using Adobe Photoshop. Design examples available by request.
 - SQL Server database and ASP website administration. Including but not limited to: webpage design, development and support. Administration of SQL Server database information using SQL Enterprise Manager.

Groundworks Software

1997 - present

Owner / Operator

- Designed, maintained, and / or contributed to development of multiple websites including:
 - Developing plans for the websites with customers and educating them when necessary
 - Performing research and development
 - Writing content and / or creating graphics or other special effects.

Clients have included:

- New York State Telecommunications Association, Inc., www.nysta.com
- The St. Clair (MO) Fire Protection District, www.scfpd.org
- American Brittany Rescue, www.americanbrittanyrescue.com
- Comebye Border Collies
- Clearview Feed & Seed
- Ottertail Feed
- FloodaidNY – for WPYX 106.5 FM - Albany

Total Office Solutions

1999 - 2000

Customer Service/Support Specialist

- Customer Support / Trainer

- o Performed customer support for Clarity 3.0 and PracticeView 3.0 which are Windows-based enterprise-wide practice management systems for audiologists and optometrists. Diagnosed problems and answered customer questions on-location or from TOS. Trained customers on-location or at TOS. Installed software (and database conversions) on-location.

EDUCATION/ACTIVITIES

Hudson Valley Community College **Troy, NY**

Information Systems Certificate, May 2008, GPA = 3.9

Member Phi Theta Kappa – Honor Society

Who's Who Among American 2 Year Colleges

1975–1976 East Central College Union, MO

Emergency Medical Technician