

ANDREW BERRY

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PROFESSIONAL PROFILE

A very experienced and highly motivated IT specialist, with a broad range of expertise developed in a high-pressured business environment and a track record of successful innovation. Hard-working, reliable and equally comfortable working on his own or as part of a productive team. Accustomed to multi-tasking and able to work efficiently to meet tight deadlines. Properly focused user support demonstrates good interpersonal as well as technical skills, and his ability to rapidly absorb new developments remains crucial in a fast-moving industry.

OBJECTIVE

Now looking for a challenging new post, one which utilises current study as well as existing skills and experience, enabling substantial further career development.

EDUCATION AND QUALIFICATIONS

MCSE: Microsoft Certified Systems Engineer (Ongoing)
HND: Computing, Bell College of Technology (1999)
HNC: Computing, Bell College of Technology (1998)

CAREER SUMMARY

2005–present ***Systems Manager, Document Outsourcing Ltd, Bellshill***

- Undertaking general systems administration duties, alongside more senior tasks, including the selection and purchase of essential IT hardware and software
- Responsible for setting up the new IT systems, including a new domain for the firm and the installation and configuration of an Exchange 2003 server and two servers with Windows 2003
- Employing wider organisational skills to plan and assist in the office move to new premises
- Project managing the installation of new Cisco Switches, Cisco Call Manager Express and Cisco PIX firewall, followed by training in CCME maintenance
- Devising a successful Production Control System to track jobs through different stages in the product lifecycle, using Visual Basic and PHP, with a MySQL database backend, and accessible to customers over the internet
- Using perl to create a mail sortation engine. This creates all the necessary output and has been accredited by the necessary parties.
- Creating a new control system in VB .NET
- Migrating existing application to VB .NET
- Using Visual Basic and Excel to create and customise reports from the MySQL database
- Developing additional applications in Visual Basic, PHP and Perl in response to

evolving company requirements

1999–2005 *IT Systems Administrator, Stortext UK Ltd, Hamilton*

- Responsible for the proper functioning of all Windows servers and PCs on the domain, including the maintenance of services: Microsoft Exchange, Microsoft ISA Server (Proxy), WINS, DHCP, DNS and Remote Access
- Providing effective user support by combining technical expertise with good communication skills and an enthusiasm for this aspect of the post
- Creating, modifying and maintaining accounts, home directories and mailboxes for these users
- Routinely maintaining the company's network devices and their Nokia firewall, plus troubleshooting these devices when necessary
- Tackling the broad security issue by implementing Norton Antivirus Corporate Edition over the three sites of the domain, and the Windows 2000 resource to enable lock down of machines
- Extending the range of IT tools by installing, configuring and utilising software on Unix servers
- Developing a successful new company invoicing system using MySQL and Visual Basic, and refining it for individual users
- Writing further applications in Visual Basic to improve the firm's internal efficiency and increase automation
- Establishing Kofax Ascent 4 as the corporate scanning software to enhance document handling and information retrieval

ADDITIONAL IT SKILLS

Installation, configuration, support and usage of:

- Windows Servers, Linux Servers and Windows Desktops
- DHCP, DNS and WINS
- Exchange 5.5 and 2003, TCP/IP, Disk Management, RAID, ISA Server, RAS, VPN, MS Office, Symantec Antivirus, Veritas BackupExec, Webroot SpySweeper, Kofax Ascent, MySQL and CVS
- 3-COM Switches, SmoothWall, and Cisco and other similar network devices

Languages for software development:

- VB .NET, VB, VBA, HTML, Perl, PHP, Shell Scripts and Batch Files

PERSONAL DETAILS

Driving Licence: Full
Health: Excellent; non-smoker

INTERESTS AND ACTIVITIES

Currently include: Building and maintaining computers; football and other sports; music

REFERENCES ARE AVAILABLE ON REQUEST