

# DAN CURTIS

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1639 Academy Sq., College Park, Ga 30337

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Solutions-oriented IT Professional with experience in designing, implementing and integrating cost-effective, high-performance technical solutions to meet challenging business needs.

## Certifications

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### *Currently Pursuing*

CompTIA A+ certification and working with Microsoft Server 2012 at home, as well as Microsoft Office 2013.

### *Previous Certificates*

Novell Certified Administrator: 3.1, Advanced Admin, 4.1, Networking Technologies.

Microsoft Certification: NT 4.0 Administration, NT 4.0 Core Technologies.

## Relevant Experience

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### INJECTION TECHNOLOGY

ARDEN, NC

1/2010-07/2013

#### Mold Setter

- Set up and adjust automatic compression, injection, or transfer machines used to mold plastic materials to specified shape, following blueprints, and also utilizing my knowledge of machine functions.
- Repair and troubleshoot as well as maintain machines plus auxiliary equipment.
- Provided technical support to technicians and trained new hires.

### THE PIXYL GROUP

ATLANTA, GA

11/2004-7/2007

#### Network Administrator

- Resolved Software and Hardware issues for end users, including specification and implementation of server and workstation modifications, as well as network routing hardware and policies.
- Standardized systems configuration, authored the acceptable use policy, monitored security compliance, established disaster recovery procedures and documentation.
- Established and executed modernization protocols to maximize network utilization and efficiency.

### CARE EVAL

LAGUNA BEACH, CA

11/2001-11/2004

#### Office and Technology Manager

- Proven expertise in supporting and troubleshooting hardware, software and networking issues.
- Demonstrated ability to satisfy users through analysis and problem resolution. Recognized as the "go-to-person" for immediate resolution to technical issues.
- Organized, take-charge professional with exceptional follow-through abilities and detail orientation, able to plan and oversee projects from conception to successful conclusions.
- Outstanding communication skills; interfaces effectively with upper management, vendors, staff, peers and users.
- Strong technical background with a solid history of delivering outstanding customer service. Genuine commitment to quality and customer satisfaction.
- Automated office processes, forms, and correspondence to improve productivity, thereby improving intra-office operations for all Care-Eval physicians and offices.
- Served as liaison to attorneys in litigated cases. Proofread Psychological and Medical/Legal reports.

**Network Manager**

- Accountable for testing, analyzing, troubleshooting and reconfiguring servers throughout the United States in Netware/Microsoft NT environment.
- Responsible for administering, optimizing and supporting internal LAN/WAN infrastructure.
- Charged with creating relevant documentation and disaster recovery protocols.
- Researched, recommended and implemented new hardware and software into the environment to increase efficiency.
- Monitored and supported internal network security, including adding/deleting users and shared permissioning.
- Analyzed and resolved network and server connectivity issues.
- Other responsibilities included TCP/IP migration from IPX/SPX, Y2K Compliance, and broadband integration.

**Education**

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**Kaplan University**

Davenport, IA

December, 2015\*

- Bachelors of Science, Psychology
- Current GPA 4.0
- Est. Graduation 12/2015

**Coastline Community College**

Fountain Valley, CA

August, 1998

- Associate of Arts, with honors, Computer Network Management
- Computer Networking Certificate

**Additional Accomplishments**

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- Self-Published Author of Scriptural Research Book and materials
- Wrote a Clinical Grant for \$20,000, which was approved in 2014.
- Public Speaker and Lecturer on Wilderness Survival