

David Cole

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A systems administration and support generalist with a background in security and customer service.

Skills

Certifications	Microsoft: MCP (TCP/IP)
Operating Systems	Linux: Redhat 6.0 - 9.0 & Fedora, Knoppix Security Tools Distribution Macintosh: OS 7 - X Solaris: 5.6, 7, 8, 9 Windows: 9x, NT, 2000, and XP. Only limited experience with 2003 Server.
Hardware	Networks: LANs, wireless, hubs, routers, firewalls Peripherals: Printers (networked and local), tape drives & libraries, scanners, external CDrom burners Systems: Sun Sparc Workstations, Intel and Athlon single processor systems, and some Macintosh.
Software	Desktop (End User): Adobe Acrobat, Dream Weaver, Eudora, FrontPage, HotMetal Pro, Microsoft Office, Peachtree Accounting, Perforce Client, PGP, PuTTY, Quickbooks, SSH, VNC, Zone Alarm Desktop (Administrator): DataKeeper, DiskKeeper, Ethereal, nessus, nmap, Norton Ghost, Norton SystemWorks, Partition Magic, Superscan, Webalizer, Webmin Server: Amanda, Apache, bind (8 & 9), GuardPoste, IMAP, Microsoft Exchange Server, Microsoft IIS, Microsoft SQL Server, NIS, NIS+, Perforce Server, POP, Postfix, Samba, Sendmail, SpamAssassin, SSH Servers, TrackGear, VNC

Work Experience

1998 to present Menlo Park, CA	Agorics, Inc. - MIS Manager Responsible for all aspects of computer systems support for a small software development company. <ul style="list-style-type: none">• Responsible for procurement, deployment, and operation of heterogeneous IT systems to support staff of 30, including 20 developers. Systems included Solaris, Linux, and Windows servers and desktop systems, VPN access, internal and external websites, email and secure email, corporate-wide configuration and document management system, bug tracking system, etc.• Designed and implemented secure remote computer center during corporate downsizing, with no additional hardware or software purchases.• Participated in release process from early release meetings to final delivery for corporate projects, assisting in setting priorities and contingency planning.
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- Designed and implemented the systems backup plan, using Amanda and Samba, enabling desktop as well as servers backups for the first time at the company.

1997 to present
Menlo Park, CA

Agorics, Inc. – Corporate Services Staff

Duties in the small start-up corporate environment varied depending on staffing and company finances.

- Accounting (accounts receivable, accounts payable, payroll, and cash flow projections)
- HR (401k account manager, handled H1b visa application process, and researched health plan options)
- Acting Board Secretary (scheduled, organized materials for, and attended company board meetings)

Additional Experience

2002 – 2003
San Francisco, CA

Dickens Christmas Fair – Shift Second (Fezziwigs)

Volunteer actor/dance instructor assisting managing a staff of sixty other volunteers while performing for hundreds of customers.

2002 – 2003
Alameda, CA

PEERS (Period Events & Entertainments Re-Creation Society, Inc.) – **Stage Manager**

Volunteer Stage Manager for shows performed by PEERS actors, including running rehearsals, coordinating between the director and actors, and any duties required at the actual performance.

2002
San Mateo, CA

San Mateo Elections Office – Election Officer & Inspector

Worked as an elections officer in the California Special election, and as the inspector for the same precinct in the following county election.

1995 – 1997
Palo Alto, CA

Gamescape – Store Manager

Manager of a small game store with a staff between five and eight people.

Education

Associate of Arts
(Technical Theater)

Foothill Junior College, Los Altos CA

Affiliations

BayLISA