

# Russell S. Jones

RUSSJONES1@gmail.com

(949) 463-9078

## Education

### ITT Technical Institute Sylmar, CA

2003-2005  
Bachelor of Data  
Communications Degree –  
Data Communication Systems  
Technology

2001-2003  
Associate of Applied Science  
Degree –  
Computer Networking Systems  
Technology

## Technical Skills

Advanced knowledge of network  
routing technologies

- TCP/IP
- DNS
- WINS
- Management of NT/AD  
domains

### Operating System Experience

- MS Windows Server  
2003-2010
- Windows 7 and 8

### Software Experience

- MS Office 2010/2003/XP
- Access 2010/2003/XP
- Access 2010/2003/XP
- Outlook 2010/98
- Visio
- Power Point
- MSIE
- FTP
- MS FrontPage
- Dreamweaver
- Symantec Suite AntiVirus
- Photoshop CS

## Profile

I am a dynamic manager and leader with over 10 years of experience in IT operations, maintaining and improving systems while building and nurturing high-performance support teams for diverse organizations.

I am reputable for delivering high-impact, user-friendly solutions for complex issues while gathering support for change through confident and strategic planning. I am passionate about expertly combining critical thinking, training and communication skills in my career.

## Experience

### IT Technician

#### Advanced Tek Solutions (Contractor)

01/12 - present  
Lake Forest, CA

- Helped rebuild an IT lab area and aid in desktop deployment
- Contract renewed past original contract date because of extremely positive results and to aid in additional company reorganization
- Function as a full IT technician while on-site.
- Aided in new Server 2008 R2 server deployment, desktop imaging and redeployment.
- Managed a full ticketing and client response system.
- Worked with over a dozen clients, totaling 30 servers and 250 client machines.

### IT Manager

#### Surfaces U.S.A.

05/08 - 07/10  
North Hollywood, CA

- Purchased, maintained and repaired computers for 7 offices, 40+ employees and 7 servers daily
- Implemented an area-wide networking inventory system
- Provided support from software to hardware to cubicle furniture and layout
- Combined 6 websites into one existing website

### Lead IT Support Tech

#### Suncal Companies

04/05 - 05/08  
Irvine, CA

- Configured, installed and administered network infrastructure and telecommunication systems that supported staff of 350 personnel
- Established new IT policies
- Fulfilled leading role responsibilities including the addition and changes to user desktops and e-mail accounts
- Installed and configured servers, facilitating backup and restoration
- Monitored, configured and maintained over 75 printers

### College Work Study

#### ITT Technical Institute

2004-2005  
Sylmar, CA

- Repaired and maintained ITT Tech's network, consisting of 4 servers and 150 computers

### Plane Captain/Aviation Ordnance Man

#### USS Nimitz, United States Navy

1992-1999  
Oak Harbor, WA

- Performed maintenance of EA6B attack aircraft
- Conducted pre/post flight inspections.

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*Writing Resumes and Cover Letters For Dummies - Australia / NZ* Amanda McCarthy,Kate Southam,2015-05-04 Practical tricks for standing out from the crowd and getting the job you want in the Australian and New Zealand market Applying for jobs in today's tight job market can seem like an overwhelming process Competition is fierce and employers expect more than ever before from job applicants With

unemployment and redundancies rising it's simply not a good time to be looking So how do make yourself stand out Writing Resumes and Cover Letters For Dummies Second Australian New Zealand Edition shows you how to catch a recruiter's attention Presenting a wealth of sample resumes and cover letters this handy easy to use guide shows you how to write a killer cover letter format your resume for online use use social networking to your advantage and tailor your resume and cover letters for specific positions and companies Designed specifically for job hunters in Australia and New Zealand Offers practical tips and advice on crafting a great resume and a perfect cover letter for any kind of position Includes advice on addressing government selection criteria Features ten ways to turn off a recruiter and ten tips for the perfect presentation No matter how tough the job market is a great resume and cover letter combination will help you get the attention you deserve Writing Resumes and Cover Letters For Dummies gives you all the tools and tips you need to get noticed and get your dream job

**Electronic Resumes & Online Networking** Rebecca Smith,2000 The ways in which job hunters can market their resumes and advertise their talents have grown immensely with the advent of the Internet This second edition of Electronic Resumes and Online Networking shows how to become Internet savvy to gather information find the right job and submit a resume online

**Professional Practice for Interior Designers** Christine M. Piotrowski,2020-03-31 The leading

guide to the business practice of the interior design profession updated to reflect the latest trends For nearly thirty years Professional Practice for Interior Designers has been a must have resource for aspiring designers and practicing professionals This revised and updated Sixth Edition continues to offer authoritative guidance related to the business of the interior design profession from the basics to the latest topics and tools essential for planning building and maintaining a successful commercial or residential interior design business Filled with business tips and best practices illustrative scenarios and other pedagogical tools this revised edition contains new chapters on interior design in the global environment building client relationships and online marketing communications The author also includes updated information on web and social media marketing branding and prospecting for global projects Recommended by the NCIDQ for exam preparation this Sixth Edition is an invaluable resource for early career designers or those studying to enter the profession This important book Contains three new chapters that focus on client relationships marketing communications and interior design in the global marketplace Includes new or updated sections that reflect the recent trends related to social media branding sustainable design practice and more Offers invaluable pedagogical tools in every chapter including chapter objectives and material relevant for the NCIDQ Instructors have access to an Instructor's Manual through the book's companion website

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Military Resumes and Cover Letters Carl S. Savino, Ronald L. Krannich, 2003-10-29 A revised edition of the ultimate resume and letter writing guide for transitioning military personnel. Here's the book that provides important answers to many questions facing job seekers with military experience. This book shows how to write, produce, distribute, follow up and evaluate resumes and letters with maximum impact. Identifying what employers really look for on resumes and letters, it shows how to craft dynamite employer-centered communications as well as identifies 28 major myths and mistakes. Outlines a 7 step job search process reveals 65 key writing, production, distribution and follow up principles. Specifies a 6 step military to civilian language translation process includes examples of over 60 resumes and 14 letters and lists nearly 40 top Internet employment sites you should use. Rich with examples and sound career planning advice, the book also includes several unique self evaluation instruments and resume data forms for strengthening job search communication. **Computing Japan**, 1999

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