

ED WHITE

2754 CLIFF ROAD | PALO ALTO, CA | EDWHITE@LIVE.COM
☎ (510) 555-5555

INFORMATION TECHNOLOGY DIRECTOR

SUMMARY OF QUALIFICATIONS

- ◆ Experienced IT professional with 25+ years of experience in strategic planning, managing, and implementing organizational projects.
- ◆ More than 20 years in corporate information technology with responsibility for overall management and supervision of multiple locations.
- ◆ Comprehensive knowledge and coordination of the following initiatives: the support and administration of computer systems, computer security, disaster recovery, help desk services, telecommunications, purchasing and deployment, and software license controls.

AREAS OF EXPERTISE

- ◆ Country-wide Implementations
- ◆ Project Costing and Budgeting
- ◆ Information Technology Operations and Procedures
- ◆ System Migrations/Integrations
- ◆ Project Scheduling
- ◆ Systems Analysis and Engineering
- ◆ IT Project Life Cycle and Management
- ◆ Client Relations and Presentations
- ◆ Vendor Management and Procurement
- ◆ Team Building and Mentoring
- ◆ Region-wide coordination of projects

PROFESSIONAL EXPERIENCE

INFOTECH SYSTEMS, PALO ALTO 1993 – present
INFORMATION TECHNOLOGY DIRECTOR 2010 – present

- ◆ Planned, organized, coordinated, managed, and participated in all work related to Infotech System's computer network and telecommunications services, specifically for Northern California, including the selection, procurement, implementation, installation, and maintenance of multi-user computer systems and single-user desktop computers.
- ◆ Developed company-wide hardware and software standards for 1,000+ desktops and 1,200+ user accounts; coordinated the review, selection, and implementation of new systems and components; oversaw system conversions and modification; managed assets and software licensing.
- ◆ Managed company's support services for computers, software, and telecommunications systems.
- ◆ Prepared proposals and negotiated contracts for the acquisition, installation, application, and maintenance of vendor products and services.
- ◆ Delivered presentations to Infotech's national and regional leadership.

HIGHLIGHTS

- ◆ **Project-managed large-scale operation of transitioning outdated telecommunications systems to state-of-the-art VOIP system.**
Results: Achieved seamless migration of 1,000 phone lines/hardware, including training all company employees at 20 different facilities throughout the country. Reduced Infotech's annual expenditure by \$150,000. Configured system in less than 5 months and under budget.

TECHNICAL PROFILE

Operating Systems:

Mac OS
HP3000 series
IBM 370
Novell NetWare
Microsoft Windows Server
Unix

Networking:

Active Directory
Cisco switches and routers
Citrix
Compellent
eDirectory
FireEye
NETGEAR
UnFi WiFi
VMware
VPN

Applications:

Accela
Backup Exec
Barracuda Web Filtering and Backup
Blackberry Enterprise
Citrix
Class
Digital Map
GroupWise
Gwava Retain and Reveal
HdL Business License
Kace
Kaspersky
Laserfiche
Microsoft Office Suites
Novell Data Synchronizer
Sendio
Sungard Pentamotion
Veeam

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NOTES 

INFOTECH SYSTEMS, PALO ALTO (CON'T) 1993 – present
INFORMATION TECHNOLOGY DIRECTOR

HIGHLIGHTS (con't)

- ♦ **Migrated company's servers into a cloud environment.**
Results: Reduced hardware needs, increased storage space, and improved efficiencies in system management.
- ♦ **Created and oversaw a successful process to assess and update software on a regular and consistent basis.**
- ♦ **Supervised the implementation of all IT needs for all of Infotech's departments.**

SYSTEMS COORDINATOR 2004 – 2010

- ♦ Planned and coordinated systems operations; created procedures; developed recommendations; administered cost benefit analyses; managed vendor relationships and maintained all network servers and systems, including networking switches and router equipment; maintained network security, disaster recovery, and help desk services.

COMPUTER SERVICES MANAGER 1993 – 2004

- ♦ Operated computer and peripheral equipment; resolved a variety of computer issues; provided end user support; managed support vendors; coordinated routine system backups and maintenance.

ADDITIONAL EXPERIENCE

ATLIER INC., PALO ALTO 1991 – 1993
Systems Analyst

INNOVAX CORPORATION, SAN JOSE 1990 – 1991
Information Technology Specialist

RACER INC., SAN FRANCISCO 1988 – 1990
Information Technology Associate

EDUCATION

UNIVERSITY OF SAN FRANCISCO 1985 - 1988
Computer Learning Center, IT Certification 1987