

# Brad Schwarz

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## SUMMARY

Hands-on **IT Manager** with four years of experience in improving business processes through IT solutions. Expertise in network design and administration. Accustomed to long hours in pursuit of company goals.

## TECHNICAL PROFILE

- Strong **IT management** background includes strategic planning, network design/administration/security, contracts and procurement, vendor relations, helpdesk support and customer training.
- Brought firm to new level of IT capabilities, supporting current needs and providing for future growth.
- Excellent **communication** skills. Experienced at presenting to senior management. Able to effectively translate technical information and procedures to non-technical users.
- **Server Software:** Windows NT/2000/2003, Novell NetWare, UNIX, Citrix MetaFrame, Norton Ghost, Veritas BackupExec, Symantec AntiVirus Enterprise, ScriptLogic, Prism Suite, ZenWorks and WhatsUpGold.
- **Desktop Applications:** Windows 9x/NT/2000/XP, Mac OS, MS Office Suite, FrontPage, Publisher, Visio, Filemaker Pro, Dreamweaver, Adobe Acrobat and Adobe Photoshop.
- **Hardware:** Routers, switches, wireless access points, wireless bridges and PC configuration.

## EXPERIENCE

**Head of Technology**, Gibney, Anthony & Flaherty, LLP, New York, NY (2003-present).

Direct all technology services and provide hands-on IT and telephony support for this 90+ person law firm.

- Develop, research and propose IT projects to best support business needs with most current technologies.
- Manage network servers, switches and routers. Provide network security and protection from viruses, Spyware and Adware. Provide desktop, laptop, remote access and PDA support to all users.
- Saved \$35,000 annually, while improving response capabilities, by implementing in-house monitoring of all servers, switches and routers.
- Eliminated \$30,000 in expenses annually by replacing outside service contractors.
- Added remote access capability for 90+ users by planning and implementing Citrix MetaFrame server.
- Upgraded desktop operating systems from Windows NT4 to Windows XP. Developed custom Norton Ghost images and re-imaged 100+ PCs.
- Transitioned entire network from Netware 5.5 to Windows Server 2003.
- Configured and deployed Nortel Networks Telephone System with Integrated Conference Bridge.
- Developed application and policy packages for Novell ZenWorks using Novell ConsoleOne.
- Converted and migrated firm-wide calendars and contact lists from Lotus Organizer to MS Outlook.
- Migrated e-mail system to MS Exchange. Converted users from Netscape Messenger to MS Outlook 2000.

**PC/Network/Web Site Support Consultant**, Westfield, NJ (2002-2003).

Provided design and budget recommendations to small businesses regarding Internet-related technologies.

- Designed and maintained web sites for several small business clients.
- Installed and upgraded PCs and networks. Provided ongoing PC and network support services.

## EDUCATION

**BS, Computer Systems Engineering**, Boston University, Boston, MA (2002).

## INTERESTS

Ice hockey, inline hockey, Jeeps, snowboarding, wakeboarding, sailing, golf and custom computer construction.