

SHERRY ALLEN

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Career Objective: Project Training Coordinator

Project Highlights

- Validation team member for the Pentium IV processor.
- Updated the network configuration, PC's and software for 24 federally funded facilities.
- Trained clients on their new work tools Microsoft Office, Windows and Web based applications.
- Developed building block classes to foster client learning progress.

Technical Skills

- Built, installed and configured server OS and applications for performance testing and analysis.
- Network / Server performance tested, benchmarked, and analysis.
- Debugged component level hardware and software.
- Network maintenance includes 250+ clients and 4 to 8 way server support.
- Administrated network (NT 4.0, Win 2000 & XP, AS, NT 4.0 Enterprise).
- Network administration on a gigabit network configuration.
- Evaluated, installed, configured, troubleshot, for upgrade expansions of PC, networks and software.
- Set up a WAN, maintained a T I connection and their CSU/DSU and disaster recovery implementation.

Project Management

- Implemented hardware, software and training needs assessments for site evaluation.
- Trained, supported, troubleshot and developed network configuration documentation.
- Budget management following federal guidelines.
- Developed relationships with vendors and consultants, and negotiated contracts.
- Purchased hardware and software, and supervised consultants for product installation.
- Isolated problems from symptoms and recommend solutions to management teams.

CONTRACT EMPLOYMENT

Tech Computer Validation Engineer, Quadrtech, Camas, WA 2001- Present

Technology Assistant, The Innovation Foundation, Portland, OR 1998 - 2001

Customer Support & Training Technician, Nova Systems Inc., Portland, OR 1999 -2001

Network & PC Support Technician, Lawn Grass Growers of Oregon, Cornelius, OR 1998 - 2000

Computer Support, IS Department, Brook, Wilsonville, OR 1998 - 2000

PROFESSIONAL EXPERIENCE

Hardware, Software Training & Technical Support, Brook International, Troutbrook, OR 2000 - 2001

Hardware & Software Support, IS Department, Portland Community College, Portland, OR 1999

Instructional Technological Assistant, Computer Resource Center, Portland Community College, 1998

MIS Support Intern, IS Department, City of Portland Parks Bureau Portland, OR 1998

Food Broker, Commercial Food Division, Palm Leaf Foods Inc., Portland, OR 1990 - 1998

PROFESSIONAL TRAINING

Microsoft NT Certification Courses: Administrating Microsoft Windows NT 4.0, Supporting Microsoft Windows NT 4.0 Core Technologies, Networking Essentials

Novell Education Certification Standard Courses: 508 NetWare 3. 1 X Administration, 518 NetWare 3. 1 X Advanced Administration, and 200 NetWare 3. 1 X Networking Technologies

EDUCATION

MS Applied Information Management University of Oregon Capital Center, Beaverton, OR, 2003

Computer Information Systems Portland Community College, Portland, OR, Current

Bachelor of Science, Business Marketing Portland State University, Portland, OR, 1990