GARY E LEWIS

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Kenova, WV 25530
(304) 453-2517
Email: Removed due to Spammers

WORK EXPERIENCE

PRC, LLC
Huntington, WV

Systems Engineer I   **March 2007 - Current**

Responsibilities include but not limited to technical support for 800+ workstations, PC image creation, PC deployment, Server administration, Active Directory user and group policy administration, IP phone installation, software testing, VB Scripting, Install network connections, and other information technology related tasks.

Offutt, Fisher & Nord, Attorneys at Law
Huntington, WV

IT Systems Administrator   **February 2005 – March 2007**

Responsibilities include support of 30+ Desktop/Laptop Users, Novell & Windows Server Administration, Move/Tone and Program Phones, Network equipment upgrade and maintenance, Setup new software and hardware, and ordering computer supplies

Applied Card Systems
Huntington, WV

Desktop Support Specialist I & II   **Sept 1999 – June 2001**
Senior Desktop Support Specialist   **June 2001 – February 2005**

Responsibilities included but not limited to technical support for 1200+ workstations, training new techs, creating software installation procedures, new site rollout, PC image creation, tech supervision, backup supervisor, PC deployment, tech server administration, test new software, and site shutdown.

Marshall University Community & Technical College
Huntington, WV

Assistant Computer Technician   **Jan 1997 - May 1999**

Responsibilities included microcomputer installation, repair, and software installation.

SKILLS

- Ability to work independently
- Ability to apply problem-solving techniques
- Excellent customer service skills
- Experience with Active Directory administration
- Experience with Lotus Notes 4.63 and R5
- Limited knowledge and experience with Linux
- Knowledge and experience with WordPerfect Suite and MS Office
- Extensive knowledge of DOS, Windows 95/98/NT/2000/XP
- Experience with Windows 95/98/NT/2000/XP networking
- Extensive knowledge of microcomputer installation and configuration
- Experience with Symantec Ghost 5, 6, 7, 7.5, 8, and 10
- Experience with Windows NT/2000/XP administration and security
- Some experience with Cisco Network Equipment
- Experience with Windows NT/2000/2003 Server
- Some experience with VB Scripting for windows administration

Software Supported

- Windows 95/98/NT4/2000/XP, Server 2000/2003
- Outlook XP/2003
- Lucent CentreVu 6, 8, and Avaya CentreVu 9 -14
- Cognos 5, 6
- Great Plains
- Kronos Timekeeper
- BrightStor 9
- IBM Personal Communications 4.2, 4.3, 5.6
- Microsoft Office 97/2000/XP/2003
- Lotus Notes 4.5, R5
- Symantec Ghost 5 - 11 and PC Anywhere 8, 9, 10
- Symantec Corporate Antivirus Server
- Client Access
- Network Associates PGP, and Virus Scanner
- Ultipro
- Visio 5, 2000
- Microsoft Project 98/2000 and Publisher 98/2000
- Laserfiche 7,7.11, 7.2
- Many More, List provided when requested.

EDUCATION

Marshall University, Huntington, WV
Regents Bachelor of Arts, Senior Level Credit Hours, Graduation: NA
Currently Preparing for MCSE

Buffalo High School, Wayne, WV
May 1996