

**Michael Leonard, MCSE, CCNA, CEH, SEC+, NET+**

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**Objective**

To further my career in systems administration and network security.

**Certifications**

- Upgraded Microsoft Certified Systems Engineer 2000 to 2003 - 2008
- Certified Ethical Hacker (CEH) - 2007
- Cisco Certified Network Associate (CCNA) - 2005
- Certified Internet Webmaster (CIW) - 2003
- Microsoft Certified Systems Engineer 2000 - 2002
- CompTIA Security+ - 2006
- CompTIA iNet+ - 2003
- CompTIA A+ - 2002
- CompTIA Network+ - 2002

**Skills**

Thorough knowledge of Windows Domain, AD, GPO, DNS, DHCP, IIS, SQL, Exchange

Thorough knowledge of networking including routers, switches, firewalls, IDS/IPS, NAT

Able to be a team player and follow instructions as well as take the initiative

Able to handle complex assignments and see projects through all phases

**Experience**

*Cape Bank (formerly Boardwalk Bank), Linwood, NJ*

**Systems Administrator, 2005 - Present**

Responsibilities include implementation, administration, monitoring, and management of all Windows/Linux servers, Cisco LAN/WAN equipment, NEC VoIP phone system, Check Point Firewall and VPN Edge devices, ISS Proventia IDS/IPS, Evault tapeless backup and recovery, VMWare, Symantec Ghost and Anti-virus, CounterSpy anti-spyware

Duties include:

- Maintain/build systems and applications. Perform installations, upgrades and patch management.
- Support and troubleshoot firewall, routers, switches. Add/change rules and configurations.
- Monitor logs and alerts through NetIQ Security Manager. Investigate and resolve issues.
- Troubleshoot domain administration issues such as document rights, security, access, etc.
- Work effectively with vendors and other departmental groups to achieve timely problem resolution.
- Create, update and close work orders in Track It! (call tracking system),
- Document Risk Assessments and Business Impact Analysis.
- Maintain inventory, maintenance, and all appropriate logs and records.
- Support phone systems including completion of moves, additions, changes, and punch downs.
- Initiate preventive maintenance and recommend improvements to processes or procedures.
- Share knowledge and information with other members of the IT staff. Provide training to others as needed or requested.

Accomplishments include:

Replaced every Win NT and Windows 2000 server with new Windows 2003 servers including Exchange 2003 and SQL 2005 servers. Upgraded forest domain to 2003 Native. Used group policy and windows scripting to tighten security. Eliminated every single point of failure with a DR solution by installing disaster recovery ISDN connections at every location to back up T1 WAN connectivity and by building a DR site with duplicate server hardware and VMWare. Installed tape-less backup system with Evault. Replaced several expensive monthly maintenance contracts with as needed hourly support because I was able to

perform tasks myself such as installing and configuring Cisco routers and switches, troubleshoot Active Directory, Exchange , DNS, DHCP and penetration testing. Installed site to site VPN for senior amangement so I could log into their house to maitain and troubleshoot home PCs. Helped create first business continuity plan with risk analysis. Used Automate software to automate repetitive tasks and post daily reports to the intranet.

*Crest Savings Bank, Wildwood NJ*

**Systems Administrator, 2003 - 2005**

Responsibilities include implementation, administration, and management of Windows 2000 domain including AD, Exchange, IIS, SQL.

Duties include:

Troubleshoot and resolve all communications and information technology problems.  
Maintain LAN and WAN hardware, servers, workstations, printers and all associated hardware and software.  
Respond to user requests in a timely manner. Escalate troubles in an appropriate manner and time.  
Assist in installation of new or upgraded equipment and applications. Test and troubleshoot as needed.  
Update system logs and other required recordkeeping.  
Support phone systems including completion of moves, additions, changes, and punch downs.  
Answer tech support help line and support end-users. Train employees as needed.

Accomplishments include:

Upgraded banking systems from Novell to Windows 2000. Installed and managed DHCP, DNS, and SUS.  
Locked down users and took control over the network security through group policy and Windows scripting.

*DCR Business Products, Inc, Philadelphia, PA*

**Information Systems Manager, 1988 - 2003**

Responsibilities include implementation, administration, and management of Windows, Macintosh and UNIX computer systems, all phone equipment and systems.

Duties include:

Support and troubleshoot routers, switches, servers, workstations, printers, and other equipment.  
Maintain systems and applications. Perform installations, upgrades and patch management.  
Support phone systems including completion of moves, additions, changes, and punch downs.

Accomplishments include:

Went through several advancements in technology from a Macintosh Apple Talk network, to a UNIX environment with proprietary business software. Upgraded PBX phones to a Meridian Norstar system. Produced in house product catalogs and monthly newsletters through desktop publishing. Created and managed company website.

**Education**

- SQL Server 2005 Implementation and Management, Springhouse Online - 2007
- Certified Ethical Hacking, New Horizons Online - 2007
- Programming with MS .NET Framework, New Horizons Online - 2006
- Cisco Certified Network Associate, Cape May County Tech Center - 2004-2005
- Microsoft Certified System Engineer, Atlantic Country Community College - 2001
- FrontPage Web Design, New Horizons Learning Center - 1998
- B.S., Jazz Composition and Arranging (Piano), 1987, Temple University - 1987

*References available upon request*