

CURRICULUM VITAE



TONY RUSSELL
(ANTHONY BRIAN RUSSELL)



Resume

Contact Details

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Career Objectives

Summary: I find it challenging to write a "Career Statement" that best describes me. I wish to give the reader the true and correct impression that I am keen and passionate about IT, and that I am knowledgeable and possess the correct expertise in my field in the IT industry. I wish to be exposed to new IT skills and technologies, and continuously learning more about my chosen field. New challenges do not scare me at all - in fact I thrive working under pressure in various forms. I do not want to simply sit back and watch the IT world go by, but preferably keep at least one step ahead!

Education/Qualifications

Institution: Self paced study
City/Country: Auckland / NZ
Knowledge: Windows 2003 (including x64) in general / Routers / Switches
– installing, configuring, and administering.

Institution: Self paced study
City/Country: Auckland / NZ
Qualifications: MCSA 2000 (barring one subject).
Completed: 2005

Institution: Self paced study
City/Country: Auckland / NZ
Qualifications: Installing, Configuring, and Administering Microsoft Windows 2000 Server
Completed: 2004

Institution: Self paced study
City/Country: Auckland / NZ
Qualifications: * CompTIA A+ * CompTIA Network+ * Installing, Configuring, and Administering Microsoft Windows 2000 Professional
Completed: 2003

Institution: Telkom SA
City/Country: Johannesburg / SA
Qualifications: Cisco Basic Router
Completed: 2001

Institution:	Telkom SA
City/Country:	Johannesburg / SA
Qualifications:	ISDN / IVPN Outdoor Application
Completed:	2001

Institution:	CS Holdings
City/Country:	Johannesburg / SA
Qualifications:	MCSE (NT4.0): * Networking Essentials * Administering MS Windows * Supporting MS Windows Core Technologies * Supporting MS Windows Server Enterprise Technologies * Internetworking with TCP/IP on MS Windows * System Admin on SQL Server 7.0
Completed:	2000

Institution:	Telkom SA
City/Country:	Johannesburg / SA
Qualifications:	BS2000 Mainframe / Sapogram: C80 Engineer's Course Tape Cartridge System Printer Front End Processor Cluster Controller UNIX Terminal Operation and Basic Commands Introduction to BS2000 Operator Course MT9750 on PC: Config and ... etc.
Completed:	1998

Institution:	Damelin Management School
City/Country:	Johannesburg / SA
Qualifications:	DMS Diploma in Business Management (SA Institute of Management): Business Finance Management Bus Marketing Management Exec Development Human Resource Management (HRM) Management Accounting Strategic Management / Business Policy Bus Law
Completed:	1995

Institution:	Telkom SA
City/Country:	Johannburg / SA
Qualifications:	Introduction to C++ Programming Language
Completed:	1995

Institution:	Johannesburg Technical College
City/Country:	Johannesburg / SA
Qualifications:	N6 Diploma: Principles of Electricity (Telecom) N4 Engineering Science N4 Maths N4 Logic Systems N4, N5 Telecommunication Principles N4, N5 Outdoor Plant N5 Subscriber's Equipment N5 Digital Switching N6 Digital Transmission N6 Power (Telec
Completed:	1990

Employment History

HEB Construction LTD

Start Date: Aug 2005
End Date: Currently Employed
Position/Title: IT Engineer
Responsibilities/Achievements: Responsibilities:

- IT Systems and Network Administrator and Support to HEB Construction LTD and its group of companies, including: various HEB Construction site offices jotted around NZ, Bruce Pulman Park, Marphona Farms, and Green Valley Dairies.
- The group has quite a few hundred computer users, which is divided between the head office in Drury, the various office sites jotted around the country, Bruce Pulman Park, Marphona Farms, and Green Valley Dairies.
Shared responsibility and accountability for the entire IT infrastructure of HEB Construction LTD and its group of companies.
IT network of several hundred computers (a mix of HP Desktops and Toshiba Laptops), plenty of servers (mostly Dell PowerEdge 6850's and 2950's), numerous switches, several routers, etc.
The supported Operating Systems is Windows XP Professional, however there are a few Windows 2000 Professional and Windows 98SE in the mix.
Most Servers are Windows 2003, although there are a couple of Windows 2000 Servers.

Achievements:

- Introduced WSUS to centrally control and maintain Microsoft Updates (which also assisted reducing broadband usage).
- Citrix Migration.
- 2000 to 2003 domain changeover (it was to be a migration, but the Win 2000 domain crashed two weeks ahead of the scheduled project).
- Site offices setups ("servers", network cables, switches, routers, etc).
- Collaboration with other parties in joint venture projects.
- Key company resources updating nightly to remote sites.
- Configured countless desktops and laptops.
- Brought improvements to the network (LAN and WAN).
- Reduced overall problems.
- Planning has eased workflow.
- Procedures have helped repeated tasks, various installations and kept high standards.

Gulf Networks

Start Date: Apr 2005
End Date: Aug 2005
Position/Title: Network Engineer
Responsibilities/Achievements: Responsibilities:

- Computer engineering support, installation and maintenance tasks to the current and future clients of Gulf Networks.
- Consultation services.
- Project work as assigned by companies contracted-in.

Freelance Computer Services LTD

Start Date: Jan 2004
End Date: Mar 2005
Position/Title: Network Engineer
Responsibilities/Achievements: Responsibilities:

- IT Systems and Network Administration and Support to the clients and customers of Freelance Computer Services LTD.
- Servicing a school which currently has approximately 1000 users, which is divided between heads of students and staff. Responsible and accountable for the entire IT infrastructure at this school.
IT network of about 180 computers (120 Desktops, 55 Laptops, and 5 Servers), 14 switches, 11 WLAN APs, etc. The supported Operating Systems are Windows 2000 Professional and Windows XP Professional, however there are a few Windows 98SE in the mix.
All Servers are Windows 2000, three are Domain Controllers and one ISA Server.

Achievements:

- Brought stability to the network.
- Reduced overall problems.
- Better planning has eased workflow.
- Created Intranet page for staff to centralise web links and file locations.

Carich Computer Training

Start Date: Oct 2002
End Date: Oct 2003
Position/Title: DOC Tutor / MultiMedia Tutor / IT Co-ordinator
Responsibilities/Achievements:

- Classroom Administration and IT Support
- Configuration and setup of classroom computers
- Involve student participation in the cleanup of the IT Lab
- Domain Accounts in Active Directory
 - o Resetting passwords
 - o Adding / removing / disabling user accounts
 - o Adding / removing computer accounts
 - o Moving accounts from region to region
 - o Home folders
 - o Group policies
- Backup (and Restore) of Server Backups
- Adding / removing computers on network
- Shares and permissions

- Reconfiguring computers
- Patches and Service Pack upgrades
- Removing viruses
- General maintenance and repairs
- Teach (Tutor) to a standard that exceeds the Carich NZQA objectives

Private (later named as PC-ITtech)

Start Date: Oct 1998

End Date: Oct 2002

Position/Title: Owner

Responsibilities/

Achievements: This was my own after-hours business which I was building to eventually make as a full-time business. To provide Desktop and Server Software and Hardware support as well as Network support.

Responsibilities:

1. Everything - from accounts to the running of the business.
2. First call of reference for my clients to deal with ANY IT-related issue.
3. Software and Hardware support.
4. Network support.

Achievements:

1. Configured network and computers for Swaziland Broadcasting and Information Services.
2. Contractor for any IT-related maintenance and repairs to OrionGroup for 2 years.
3. First call of reference to Macbean Plastics.
4. First call of reference to Utility Tariff Services.

Telkom SA

Start Date: Jan 1988

End Date: Oct 2002

Position/Title: Technical Officer

Responsibilities/

Achievements:

1) Computer Support:

- Maintain Frame Database programme
- Change/modify/update Frame Database programme as and when needed
- Assist colleagues with their computer problems as and when needed. Amongst others, these included:
 - o One-to-one and one-to-many tutoring
 - o Reconfiguring desktop computers (reformatting the HDD (Hard Disk Drive), and then re-installing Windows and all necessary applications as well as re-installing printers (network as well as local) and re-establishing network connections)
 - o Correcting / repairing computer configurations
 - o Correcting / repairing network connections
 - o Correcting / repairing printer connections (network and local)
 - o Etc.
- Maintain Servers (5 NT4.0 Servers for Sapogram)

2) Summit 2000 Project:

- This project was executed when Telkom SA upgraded their old Windows95 computers (networked with Novel NetWare) to Windows2000 Professional (afterwards networked to Windows2000 Servers).
- I assisted a fellow colleague in the following:
 - o Identify computers

- o Identify current software
- o Identify current network connectivity
- o Identify hardware restrictions, if any
- o Submit recommendations and solutions
- o Identify and repair problems, if any (post upgrade)
- o Analyse conditions (post upgrade)

Other Main Duties:

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1) System Operating:

- Check status of disks
- Manage CRJ (Call Record Journaling) closures
- Write check points
- Amend client data
- Log system faults
- Initialise and prepare magnetic tapes
- Manage night alarms
- Monitor software outputs
- Do operator input calls
- Utilise utility programmes

2) Fault Localisation:

- Identify fault
- Analyse conditions
- Specify fault dockets
- Localise and repair fault

3) Preventative Maintenance:

- Identify unit / subscriber unit / system
- Utilise test gear / programmes for testing equipment
- Analyse results
- Correct problem

4) Provide Telegraph Transmission Network:

- Plan requirements for installation
- Install / recover appropriate transmission equipment
- Commission transmission equipment

5) National Module Repair:

- Identify and solve problems experienced by private wire users
- Compile documentation
- Issue reference numbers for components

6) Provide Support:

- Advise or liaise with faults men or other regions
- Adhere to maintenance schedules
- Ensure faults men have access to required spares and test equipment

Telkom SA

Start Date:

Apr 2002

End Date:

Aug 2002

Position/Title:

Acting Supervisor

Responsibilities/

Achievements:

- I fulfilled this role whilst upper management was restructuring as well as still performing my normal Technical duties above.
- Staff attendance record keeping
- Fault analysis trends
- Supervise staff in their daily work routines
- Allocate work / faults to staff members

- Fortnightly / weekly staff meetings
 - o Set new goals
 - o Ensure moral is maintained through co-operation amongst staff members
 - o Structural updates
 - o Staff issues and disputes
- Plan / implement / maintain a 24/7 shift roster

Skill Summary

Non Technical Skills: Patience and pay attention to detail; Diligent and a Hard worker; Honest and Reliable; Have Leadership Skills; Team Player yet can work on own; Innovative and use initiative, resourceful and enjoy challenges; Willing to "go the extra mile"; Enthusiastic, Creative and Problem solving; Keen and willing to learn new skills; Caring, supportive and considerate of others with well developed communication skills; Able to develop an easy rapport with people; Excellent communication skills (verbal, written and telephonically); Customer service focused; Web-designing and maintenance; Committed 100% to completing the task at hand to a high standard; Effective supervisory style; Systematic; Excellent in the lecturing and training of people (refer previous Carich employment); Patience (I have taught a variety of people on a variety of topics and been complimented on my patience).

Computer Skills: Adobe Premiere; Intermediate
 Lotus Smart Suite; Beginner
 MS Access; Intermediate
 MS Excel; Advanced
 MS Office; Advanced
 MS Powerpoint; Advanced
 MS Publisher; Advanced
 MS Word; Advanced
 ACCESS; Beginner
 SQL Server; Beginner
 Reporting Services; Beginner
 MYOB; Beginner
 Comaac; Beginner
 QuickBooks; Intermediate
 McAfee AntiVirus; Advanced
 Norton AntiVirus; Advanced
 Symantec; Advanced
 Trend; Advanced
 Veritas Backup Exec; Intermediate
 C++ Language; Beginner
 Clipper; Advanced
 HTML; Intermediate
 Bridges; Intermediate
 Cisco Routers; Intermediate
 Ethernet; Advanced
 Managed Switches; Advanced
 IIS; Intermediate
 LAN; Advanced
 MS Exchange; Intermediate
 Netbios; Advanced
 Network Cards; Advanced
 Printer Sharers; Advanced
 Routers; Intermediate

RS232; Advanced
TCP/IP; Advanced
WAN; Intermediate
Citrix; Intermediate
LINUX; Beginner
Macintosh; Beginner
MS DOS; Advanced
MS Windows; Advanced
UNIX; Beginner
Windows 95; Advanced
Windows for Workgroups; Advanced
Windows NT; Advanced
Windows 2000; Advanced
Windows XP; Advanced
Windows 2003; Advanced
X Windows; Advanced

Other:

Operational Medical Orderlies (Paramedical) 1986, Non-commissioned Officers Part 1 - for Sergeant's rank 1991, Highest First Aid Obtained - Emergency Medical Assistant 1 (Paramedic) 1989, A B and C Courses on Telegraph Transmission 1988 to 1990, Introduction to MS-DOS 1992, Introduction to Pulse-Code Modulation 1992, Computer Course for Beginners 1993, Introduction to Siemens MK3 Rectifier System

Referees

Available upon request.