

# G I L O N      L E V I N S O N

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Phone: 305-761-1948    [www.LevinsonLtd.com](http://www.LevinsonLtd.com)    [Resume\\_Gilon@LevinsonLtd.com](mailto:Resume_Gilon@LevinsonLtd.com)

IT professional offering 7 years of hands-on experience in systems administration, troubleshooting, hardware/software migrations, and technical support. Earned solid reputation for ensuring continuity of services and immediate remediation of issues. Recognized for technical expertise, multi-tasking skills, and ability to work independently or in a team environment ensuring all projects run smoothly and efficiently to meet or exceed specifications. Maintain current knowledge of technology developments to plan for upgrades and make business decisions.

## EDUCATION

- Drexel University: Philadelphia, PA; BSBA in Business Administration - Management Information Systems.
- Miami-Dade College: Miami, FL; Studies in Computer Science 53 Credits, 3.8 GPA.

## COMPUTER EXPERIENCE

- Operating Systems: Windows: 95, 98, 2000, XP, Server 2003; Macintosh: 6 through 9, X.5.
- Hardware: PC and Macintosh: installation of computers and components. Network Cat5e cable and jack install, test and repair.
- Software: Access, Adobe graphics products & Reader Pro, ArcEdit, ArcView, ASP.net, Exchange, GroupWise, IIS service, ILife, Office, Ghost Suite, ODBC, Outlook, Palm Desktop, Remote Desktop, RouteSmart, SMTP service, Video Editing, Visual InterDev. ZENWorks Application Explorer.
- Languages (worked with): ASP, ASP.net, C++, CSS, Delphi, HTML, HyperCard, Java, Javascript, MetaCard, Pascal, SQL, VB, VBscript, VI.

## WORK EXPERIENCE

- **Systems Administrator**, University of Miami Medical and Jackson Memorial Hospital, Miami, FL, May 2008 to present.  
Data Center administrator responsible for maintaining over 14,000 Active Directory/Exchange accounts and groups. Collaborate with business units to define needs and design a solution. Maintain all aspects of file servers with over 3TB of departmental data. Develop an operations manual for colleagues to reference procedures. Configure, and maintain nearly 200 servers.
- **Computer Specialist**, Miami-Dade County Public Schools, Miami, FL, June 2004 to 2008.  
Hired in 2004 as a Micro System Technician; promoted in July 2005 to Computer Specialist. Provided all levels of support as the only on-site specialist for over 400 Win98/WinXP/Mac X computers and nearly 1,000 users at Brentwood Elementary School. Leveraged Active Directory/Group Policy to deploy software and enforce standard configurations. Symantec Ghost Suite used for rapid deployment/maintenance of systems as required. Installed hardware components such as RAM, hard-drives, optical-drives, power supplies, and motherboards. Maintained a total of 7 servers (NT, Win2000 and Win2003) running several educational programs, back-ups and file sharing. Website development: internal online applications, and an in-house Ticket/Request Service using Javascript and ASP.net hosted in-house on a Windows 2003 server under IIS. Network support: connecting routers and switches, installing and repairing network jacks/lines. Track inventory of computers and other valuable equipment. Advise on the purchasing of new equipment. Migrated 200+ computers and 80+ users from a site based Domain to a District wide Domain. Transferred and rebuilt nearly 200 computers from other schools to Brentwood.

- **Freelance**, Miami, FL, September 2002 to present.  
Work for several companies when needed in South Florida.  
Advise, build, install, update, troubleshoot, and network computers.  
Develop and maintain websites: ADAresearch.com, ArchitecturePPF.com, HRLawCounsel.com, LevinsonLTD.com.
- **Desktop Quality Assurance Engineer**, Wyeth, Frazer, PA, February 2002 to August 2002.  
Part of a team, which was responsible for both site specific and global quality assurance for a Fortune 500 company.  
Tested both operating systems and core applications across multiple platforms and architectures in preparation for deployment across the corporation.  
Wrote and maintained documentation, including quality assurance procedures, hardware and image allocation tables.
- **Desktop Support Specialist**, Medical Broadcasting Company, Philadelphia, PA, Spring/Summer 1999 and 2000.  
First and then second level of support as part of an active problem-solving group for an innovative technology-driven, team-spirited company with 200 employees and workstations.  
Setup, networked, migrated, problem solved and repaired Win2k, NT, Win98, and Mac OS.  
Created MS Exchange accounts.  
Assisted colleagues in the installation of a digital phone system.
- **Work-Study Intern**, City of Philadelphia GIS Dept., Philadelphia, PA, Spring/Summer 1998.  
Created and updated route maps for the City Sanitation Department (RouteSmart).  
Customized city maps for City Council members (ArcView).  
Data entry as required for street segments (ArcEdit).
- **Travel Administrator**, The European Connection, Miami, FL, 1996 to present.  
Program planning, and navigation of walking tours in Europe for college students and professionals.  
Videotapes and photographic essays for use in academic lectures, and digital and analog multimedia productions.
- **Executive Intern**, Miami-Dade Community College, Miami, FL, 1994 to 1995.  
Programmed (HyperCard) and digitally edited multimedia (QuickTime/VideoFusion) to create student tutorials.

### COMPUTER RELATED GRANT AWARDS

- Center for Teaching & Learning Grant, Miami-Dade College, 1990 to 1996  
Assisted Professor in creating and programming two interactive computer-based multimedia projects for students.
- National Endowment for the Humanities Grant: a \$10,000 Federal grant to create digital media projects in Miami-Dade College.

### ACTIVITIES

- Ten excursions to 16 Countries in Europe, 1983 to 2005 and Birthright trip to Israel, 2000.
- Leadership member of Hillel, 1997-2001.
- Member of Delta Rho chapter of the Alpha Epsilon Pi Fraternity, 1998 to 2001.
- Risk Management Chair for Alpha Epsilon Pi Fraternity, 1999 to 2000.
- J.R.O.T.C.: Leadership, Education, and Training, 1992 to 1996.

### AWARDS

- A.J. Drexel Scholarship, 1997 to 2000.
- Bronze Medal of Merit: Military Order of World Wars, JROTC, 1996.
- National Sojourners Award: "Recognition of the Highest Attributes of Americanism and Support of the U.S. as a Member of the JROTC", 1995.