

CURRICULUM VITAE4839 S. 18th St.

Tacoma, Wa.

98405

(253)592-0341

Email: mzeitner@comcast.net

Objective

Management position in IT where over 10 years of technical and 20 years of business experience will add value to the company.

Abilities

I have been managing, consulting and developing in the technology field for over 10 years with an emphasis on business development and growth. My focus has been Windows 2003 networks with some Linux and mixed network support included. My eye for intuitive interface design has also served me well allowing me to create neat, smart and professional dynamic web sites for my clients. The ability to write code and focus on clean design has allowed my clients to compete to a high degree on playing fields reserved for Fortune 500 companies.

Key Skills

Basic Programs: Windows 2003 Server, XP, Vista, Microsoft Office, (Word, Excel, etc), Access, Visio, Project

Specific Software: Adobe CS3 Master Suite, Solarwinds Orion, MS Visual Studios 2005, Crystal Reports 11, Crystal Xcelsius, MS Sharepoint

Acquired Skill Sets

| | Programming | Graphics | Animation |
|-----------------------|---|---|---|
| Websites | ASP, PHP, VBScript, XHTML1.0 CSS 2.1, XML, JavaScript, Actionscript 3.0 | Backgrounds, Dropdowns, Divisions, Text, Hovers | Logos, Backgrounds, Images, Flash Animation, Dashboards |
| Graphic Design | Flash Image Embedding | Logos, PDF's, Layouts, Catalogs, | Logos |
| DB Management | SQL Scripting, FOX Pro, IBM Uni, TCL | NA | NA |
| IT Management | Batch File, VBS | NA | NA |
| | | | |

Education

2002-2002 MCSE Course,
1979-1982 Diploma:

Tacoma Community College, Tacoma Wa.
Henry T. Gunderson HS, San Jose Ca.

Prior Employment

2001-2008 IT Manager, Safety & Supply Co, Full Time

The position reports to the president of the company and supports 50+ users spread across 2 states.

Responsibilities included:

- Traditional IT support & management duties:
- Traditional IS duties: Data collections, report generation, dashboards and analysis.
- Intra/Internet Web design, deployment and maintenance: ASP, CSS, HTML & Flash
- Vendor Management: Use of vendors allowed company to keep head count slim
- Budgeting: Budgeting measures saved company \$150,00.00 over the last 2 years w/no impact to services or abilities.
- MS Sharepoint services, setup and design.
- Database management: IBM universe DB, MS Access, MySQL

- Security: Cisco, SonicWall and Adtrans management, along with software and process design to create a secure layered network.
- Data analysis
- Data collection
- Dashboard creation
- Travel between the branches to provide support

The architecture is a Windows based (Win2003 servers) AD Network with the branches connected via point to point T1s to the main branch. We maintain our web presence onsite (a requirement of the DB we are pulling from) but have our Exchange services hosted remotely. The security design relies on multiple layers to protect the company from threats utilizing hardware and software based tools and Vendor managed services to secure the network.

1999-2001 Software Developer, iCopyright.com, Full Time

Responsibilities: Create a user interface for the web property that intuitively guides the customer through both the purchasing process and an understanding of its purpose.

My responsibilities included:

- Web integration with an Oracle DB
- Coordinated design and user studies
- Test and Verification

The architecture and tools used were:

- Linux based systems
- Apache Servers run on Sun Platforms
- Oracle DB
- Windows based systems for test and integration

All code was written using C++, HTML, CSS, Perl, and Java Scripting Language

1996-1999 Software Test Engineer, Volt Services, Full Time Contract

Responsibilities: Worked on contract for Microsoft through Volt services to the Visual Studios Development team for 2+ years until offered full time employment at Microsoft.

My duties for the VS team was software test and reporting on the HTML Help tool that eventually was utilized by MS Office, Windows 98, Windows 2000, Visual Studios and MSDN (Microsoft Developer Network). This involved localization testing, hardware testing, interface review and tool design and coding. The tools were written in Perl, C++ and also utilized HTML, CSS and XML standards.

My responsibilities included:

- Writing test tools
- Compile and build new test routines
- Test and Verification of the new build
- Written reporting of current analysis
- Accurate and detailed bug descriptions
- Build and maintain the test lab, its hardware and components

The architecture and tools used were:

- Windows based servers, clients and computers
- x32 and x64 server hardware

1995-1997 Business Computer Consultant, NW Computer Services, Full Time Owner

Responsibilities: Start up business providing business network consulting, maintenance, web design and hosting. Sole proprietorship and employing 3 people by the time I went to work for Microsoft on contract.

NWCS provided me with a unique opportunity to utilize both my business acumen and technological knowledge.

During the two years that I ran the business we acquired 10 monthly service customers, created 15 unique company web-sites and designed, created and supported 2 e-commerce sites for our customers.

Duties as Owner:

- Sales
- Accounting
- Employee management
- All Technical Support
- Software and Web Design
- Customer Relations
- Marketing & Promotion

References Available