

Tony Martin

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Education

Seneca College of Applied Arts & Technology, Toronto, Ontario
Associates Degree of Electronics and Computer Engineering

York University, Toronto, Ontario
Project Management

Loyalist Certification Services, Belleville, Ontario
ITIL 2011 Foundation Certificate

SPM Group, Toronto, Ontario
Gathering Business Requirements
Building Consulting Relationships

CertSchool, California
Project Management Professional Course (PMP)

Certificates
PMI Project Management Professional PMP
Project Management York University, ITIL 2011
Microsoft Certified Systems Engineer MCSE
Cisco Certified Network Professional CCNP
IBM Global Services Certificate

Technical Skills

Operating Systems:	Windows NT, 2000, 2003, 2008, XP and Windows 7 & 10.
Hardware/Test Equipment:	Configuration and Evaluation: Dell, IBM, HP Compaq Servers and Workstations, Netgear Routers, and Wireless Routers and Switches.
Networking Technologies:	LAN/WAN, VPN, DHCP, TCP/IP, IIS, and Remote Access.
Application Software:	Microsoft Word/Excel/Access/Outlook/Visio/Exchange, MS Project 2010, VNC (Remote Access), SAS, Quick Books and Symantec and McAfee
Other Languages:	Fluent in Spanish.

Professional Summary

- Accomplished various Technical/Management administration professional with over 17 years experience in launching various network/Servers & systems. Various Server & Workstation Deployment.
- Conducted comprehensive Project Management and Product Licensing, ensured staff followed policies and standards, installed, maintained, troubleshot, and repaired procedures.
- Managed diverse projects and implemented various technical and non-technical functions utilizing strong creativity to design customized solutions for complex technical functionality Management/Leadership in various companies by leading a number of employees, monitoring their activities by assigning various tasks, and projects to employees, followed up evaluating the results to ensure productivity and profitability.
- Led various projects, product evaluations, Various Windows Operating Systems Software, Hardware Roll Outs, Deployment, delivered successful results on budget and on schedule.
- Resolve service & operation issues quickly and efficiently by evaluating processes to locate optimal implementation solutions. Plan, Identify & Controlling Risks as a part of Risk Management process.

Experience

GIE Dental Lab-Bellagio Orange & LA County, California
Project Manager

2009 – Current

- Created project plans, scope, resource requirements, scheduling, and constraints as required by various clientele for their projects.
- Organized, directed, controlled and evaluated projects from start to finish.
- Reviewed plans, implemented, and completed projects.
- Managed employees, Hardware Asset, and Budget Management.

- Managed/Administrated, Deployed Server, Workstation, Printers, Software, and Wireless Router, Installed/configured Anti-Virus, and Back up Servers.
- Email, Patches, Installed Service Packs, and configured software.
- Negotiated/Purchase Software/Hardware's (DELL, Intuit).
- Manage contractors/subcontractors and sales people.

Allergan, Irvine, California (Contract/Temp)

2013 – Jan 2014

Windows 7 Migration Project

- Plan, Execute, Deploy Windows 7 Migration to various Desktops within the Enterprise (Corporate Head Office). Consult with users, Back up & Restore email & data. Follow up with user assuring after migration there are no issues, follow the standard company's imaging procedures & verifying successful results.
- Document, provide updates for any issues resolved & solutions, provide status updates on tasks assigned.

Verizon Wireless Retailer

2010

Systems Engineer

- Led project Memory/Systems Upgrades and MS Office 2010 Deployment, Server Deployment and delivered successfully on schedule.
- Performed Asset Management, PC and Hardware inventory control, Obtained MS Office Licenses for users, ensured all users had product licenses, Servers Backed up, Printers, Routers; configured products throughout California Stores, Imaged PC's, Installed and configured Anti-Virus, MS Office, Firewall, and Remote Access.
- Troubleshoot Network, Users Support, Maintained Network connectivity, Network Cabling, MS Outlook Set up, Access Control, Blocked various websites on Users and updated list.
- Installed Patches and Service packs for MS products.
- Diagnosed various Network problems.
- User Administration: Create/Delete Users and assigned them the logging ID's and Create/Delete Emails.

Bella Casa Tile & Stone Inc., Anaheim, CA

2006 –2008

General Manager/Project Manager, Owner

- Ongoing Project Management Construction & IT: Server, PC's, Printers, New Software's. Server & Work Station Deployment. Managed many Construction & Home Remodeling projects.
- Assured there was no interruption or down time to the operation of business during project roll out.
- Managed and operated day to day activities, supervised over 20 employees on over 25000sf. Facility.
- Performed Area Asset Management, Purchased Hardware/Software, Negotiation with Vendors, Generated Contracts, Negotiated with Vendors/Suppliers and Customers for the price, and terms and conditions.
- Trained employees for all of the Company's Software, such as MS Office products and Quick Books.
- Responsible for Inventory and Cash Control, Purchasing/Negotiating material/contracts from various companies Training, scheduling, hiring, and making sure employees met high quality customer service.
- Arranged & ran staff meetings, discussed the issues, gathered staff feedback on how to improve sales, customer service, and productivities.
- Assigned various tasks to employees/contractors monitor & control their activities for the result.

Atlas Commercial & Technical Inc., Anaheim, CA

2006

Systems Engineer/Manager

- Administrator & Deployed Server, WS's, printers, software, and trained staff using various software's.
- Administrated Users, Supported staff, maintained connectivity to Network and Server Back up.
- Managed Staff, Trained, Hired, led Customer Service, Schedule negotiate with various vendors.

United Express, Los Angeles, CA

2005 - 2006

Systems Engineer/Project Manager

- Managed, Administrated, Deployed Servers, Windows, Backed up, and managed ongoing projects.
- Consulted on planned system upgrades and modifications to environment and examined system/event logs.

- Created project plans to document project scope, resource requirements, critical path scheduling, and constraints as required by various clientele for their technical projects.
- Provided support to business owners and company staff by supplying hardware and software management systems manage each technical administration project.

Royal Bank of Canada, Toronto, Ontario
Technical Systems Analyst/Project Lead

1998 – 2003

- Led various projects, created plans, tested, scheduled, implemented, and completed projects.
- Performed Special technical projects in Enterprise environment; the implementation of VERITAS Net Backup software for DRP purposes, installed plans with minimal interruption to normal operations.
- Consulted various business units, understanding the scope of the project & verifying the scope of project through out the project. Provided product evaluation and recommendation.
- Implementation project & Deployment of Operating Systems from OS/2 to Windows NT4 and 2000 for Servers and Workstations; included Planning, Scheduling, Testing, implementing, and Supporting.
- Performed routine backup procedures to ensure optimal system functionality while consulting with clients to provide innovative solutions and recommendations to enhance their server and desktop performance.
- Deployed Various Servers, monitored network performance in various Servers, and analyzed slowdowns. Configured servers and networks. Participated in meetings for DRP and BCP during Y2K projects.
- Developed and implemented best technical planning and management solutions for repairing and maintaining network hardware, software, desktops, mobiles, O/S's, Capacity's Group Intranet Website, and servers to uphold high levels of productivity. Provided Status Update to Senior Management.

Livingston International, Toronto, Ontario
LAN/Systems Administrator

1998

- Developed and implemented numerous server, network, mail accounts, and software systems by performing configuring, delivering, setting up, and maintaining procedures after the initial installation to provide the most current functionality for customers. Performed LAN/Systems Administration
- Asset Management included Hardware/Software and Licensing control & Server Deployment.
- Involved in various projects including Software/Hardware, Operating Systems Upgrades, roll outs, deployment of Windows OS throughout the company's various locations within US & Canada.
- Collaborated with users to assess current technical issues, recommended and installed services or products to resolve problems. Administered user's Internet accounts to ensure optimal data security by contributing technical support to office relocations as well as integrate software upgrades.

IBM Canada, Toronto, Ontario
Internet Technical Support

1997 – 1998
(contract)

- Consulted with IBM customers to support and configure their Internet connection, browser, or email systems. Resolved various issues concerning Internet accounts quickly and efficiently
- Collaborated with engineers, explain customer complaints and discuss viable solutions for changing the software or hardware to maintain high levels of customer satisfaction.