

Gregory N. Hoffman
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CISCO Certified Network Associate

Microsoft Certified Systems Administrator Microsoft Certified Desktop Support Technician

Microsoft Certified Professional

2007- Present Quality Auto San Antonio, TX

Network Administrator

- Troubleshooting network problems and conflicts. Suggest improvements in speed of the operations and processes to make the system foolproof.
- Configuring and Managing AD, Exchange, DHCP, WSUS, WDS, Anti virus, backup servers in the corporate network.
- Installing and maintaining various standard software as per user requirements.
- Design and Implement Cisco VoIP Offices. Manage the Cisco Avvid VoIP network, including Unity Voice Mail, Unified Messaging.

2001-2007 Farmers' Insurance Detroit, MI

Sales & Service

- Work as an Asset Protection Specialist counseling individuals on how to reduce exposure to risk.
- Life Specialist and Financial Planner.
- Produce and manage a 2 million dollar book of business.
- Instrumental in gaining 95% service satisfactory.
- Exceeded Annual Goals and Awarded a Cash Bonus.

2000-2001 Weston Group Springfield, IL

Systems Engineering

- Supervised a project team consisting of six personnel.
- Wrote Procedural documents for bidding and completing jobs.
- Used estimating tools to bid jobs.
- Establish security policies for computer systems and the work environment.
- Maintain and design secure networks for clients.
- Established Server Pool utilized to coordinate, track and insure proper use and accountability.
- Configure servers to meet specified requirements i.e. hard drives, memory, planners, video cards, token ring raid array and load software.
- Worked with UNIX and NT Servers installing nine different operating systems.
- Setup raid arrays utilizing numerous IBM Servers and operating systems.
- Direct supervisor of fourteen personnel.
- Work with First Line Managers to resolve personnel issues to include new hires and termination.

1986–1998

U.S. Air Force

Shaw, SC

Purchasing and Maintenance Manager

- Managed a Multimillion dollar budget.
- Performed daily management of computer network.
- Conducted training on equipment and software utilization.
- Managed vehicle reliability program to ensure fleet readiness.
- Established vehicle-tracking program to ensure preventive maintenance tracking.
- Coordinated drivers training programs to ensure that proper training was completed prior to operation.
- Performed security assessment of all facilities within the unit.
- Maintained a fleet of vehicles at a rate of 98% reliability.
- Coordinated maintenance vehicles in support of Presidential visit.
- Designed and incorporated a tracking program to ensure proper maintenance of vehicles.
- Established training requirements for vehicle operators
- Managed security program for 150 people in the squadron.
- Coordinated background checks on employees.

EDUCATION

1994–1996

Dallas Baptist University

Dallas, TX

- A.A.
- B.S.

Business Administration.

Bachelor Science Occupational Education

Minor in Technical Management

SKILLS

Tools:

MS Word, MS Access, MS Excel, MS PowerPoint, Outlook Express, Lotus Notes, Paint Shop Pro, Coral Draw.

Data base:

Lotus Notes, Microsoft Access.

Web Servers:

IBM Websphere, Oracle Internet app. Server, OS / NOS.

REFERENCES:

Mr. Joseph L Williams

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Before