

**JASON R. BURDICK**  
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**OBJECTIVE:**

Seeking a full-time position as an IT Manager in the Philadelphia area.

**EDUCATION:**

**Rochester Institute of Technology** **Rochester, NY**  
Bachelor of Science in Management Information Systems Nov. 2002

**COMPUTER SKILLS:**

Windows Networking, PeopleSoft 8.1, 8.4, 8.8, DNS, Firewalls (Cisco and UNIX based) Apache, MS Exchange, MS SQL Server, Oracle 9, VMWare ESXi, Active Directory.

Operating Systems: Windows (All versions), FreeBSD, Mac OS X, Linux.

Programming Languages: C/C++, COBOL, Visual Basic, Perl, HTML.

**INDUSTRY CERTIFICATIONS:**

PeopleTools 1 & 2 Jan. 2005  
Microsoft Certified Systems Administrator, Windows 2000 Aug. 2000  
Microsoft Certified Systems Engineer, Windows NT 4 July 1997

**WORK EXPERIENCE:**

**AnswerNet** **Willow Grove, PA**  
Network Infrastructure Manager April 2007 – Present

- Manage an agile team responsible for the network infrastructure connecting 50+ offices throughout the United States and Canada.
- Serve as final escalation point for all technical matters for the company.
- Maintain a mixed Windows and Linux data center, using the best tools for the task at hand.
- Initiated and completed a 100% migration away from Microsoft Exchange, saving AnswerNet more than \$100,000 in ongoing licensing costs.
- Initiated and completed a virtualization and consolidation effort using VMWare ESXi to reduce the footprint and increase efficiency of AnswerNet's data center operations.

**Bausch & Lomb (Kelly Services)** **Rochester, NY**  
Contract Systems Security Administrator Aug. 2004 – Oct. 2006

- Granted or removed access for users to various systems following security procedures.
- Led the implementation of new user security for France into Bausch & Lomb's Global Project for PeopleSoft FSCM, EPM and CRM.
- Wrote and implemented the German, Austrian and Swiss business unit integration plan for PeopleSoft using new automation processes.
- Created new automated process for changing system level passwords, reducing monthly time needed from 16 hours to less than 2, eliminating error prone procedures.

## **WORK EXPERIENCE (continued):**

- Participated in roll outs of PeopleSoft for various sites across the globe, including the Nordic region and US based business units.
- Used various methods and tools such as Active Directory, Oracle SQL and PeopleSoft's PeopleTools to maintain a secure environment.
- Wrote new, and improved existing, documentation and procedures.

### **Eastman Kodak Co. (Burns Personnel)**

Repair Technician

**Rochester, NY**

Sept. 2001 – Aug. 2004

- Troubleshoot and repaired Kodak's line of Thermal Dye-Sublimation Professional Printers and Consumer Digital Cameras.
- Trained team members in printer repair.
- Provided insight into management of Windows NT and 98 machines to provide a more efficient and cost-effective work environment.
- Built information systems using a variety of Windows applications to track projects for management.
- Managed lens repair project to cut costs and waste.

### **Rochester Institute of Technology Food Service**

Assistant Production Manager

**Rochester, NY**

Aug. 1999 – Nov. 2001

- Managed systems administration for large Windows NT and DOS point-of-sale network.
- Wrote technical manuals and training documentation for all systems developed during my tenure.
- Controlled computerized inventory and menu management.
- Provided maintenance and upgrades to all office computer systems.
- Supervised Y2K transition for all Food Service systems.
- Supervised student employees in their duties.

## **VOLUNTEER EXPERIENCE:**

### **Bath Volunteer Fire Department, Inc.**

Junior Firefighter

**Bath, NY**

Dec. 1995 – Dec. 1998