**Clinton J. Clark**

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281-541-9853 Houston, TX 77063

A Microsoft Certified Professional with over 10 years of information technology experience in the government, educational, and trucking industries. Presently seeking a position that will utilize my strengths from experience and course curriculum.

**EDUCATION**

Prairie View A&M University, Prairie View, TX

* B.B.A. Management Information Systems Dec 2014

**TECHNICAL SKILLS**

* Windows Server 2003, 2008, 2012; Windows 7, 8, and 10; Mac OS; Citrix XenServer; CentOS (Red Hat Enterprise Linux), Active Directory, Group Policy, FTP, FileZilla FTP Client VPN, DNS, DHCP, Ethernet, IFAS, IBM, SUN System, Cisco routers and switches
* TrendMicro Antivirus Server, AVG Antivirus Suite, SpectorSoft, TimeTrax ez, Avaya IP Office Manager v10.1, ESRI (Environmental Systems Research Institute) geographical software i.e. ArcGIS 9x, Microsoft Visio 2007 and 2010, Microsoft Project 2010, Microsoft Office SharePoint Services 2007, Salesforce Enterprise, Microsoft Office 2010, 2013, Office 365; Google for Work

**CERTIFICATIONS**

* Microsoft Technology Associate: Windows® Operating System Fundamentals
* Microsoft Technology Associate: Windows® Server Administration Fundamentals
* Microsoft Technology Associate: Networking Fundamentals
* Microsoft Technology Associate: Security Fundamentals

**EMPLOYMENT**

Xxcell Freight Systems, Houston, TX Feb 2011 - Present

Information Systems Lead

• Manage IT tasks to include oversight of Active Directory, bandwidth, usage/upgrades, Avaya IP

Office, user account creation, email, telephone systems, software licensing, and planning

• Management of Android / IOS Devices

• Assembling server racks with storage devices, routers (Cisco 1900 Series) and switches (Cisco

Catalyst 2960-S Series)

• Configuring of WLANS with secure authentication to ensure network protection and access at all

areas of the premises.

• Planning of technology path for company and integration into current infrastructure within budget.

• Assisted replication of current legacy Linux accounting system into virtual environment using

XenServer as server host.

• Aided in migrating over 95% of server resources into XenServer environment.

• Establish backup policies with limited resources to insure business continuity.

• Handle cabling in regards to Cat5/6 in an effort to establish and expand LAN.

• Erecting and configuring camera surveillance system around perimeter of premises to capture and

mitigate thefts.

• Perform printer, computer (desktop,laptops) repairs, troubleshooting, and provide hardware and software support for users.

• Password administrator for ADT Security, Salesforce, Linux, Google Exchange, and Microsoft

Services including Active Directory for Windows Server 2003, 2008, and 2012.

• Operate user PC surveillance application Spector software to monitor employee usage trends.

• Maintain FTP server and Intranet site for authorized users.

• Manage employees’ time and attendance using TimeTraz ez software application.

• Record truck drivers’ personal data in web-based application Salesforce Enterprise.

Prairie View A&M University, Prairie View, TX Mar 2008 - Jan 2011

Network Analyst

* Configured media-conferencing for graduate classes using projectors, computers, and television monitors.
* Provide helpdesk support by setting up desktops for users in large computer lab consisting of 60 pc’s.
* Delivered packages between multiple departments for satisfaction of the recipients’ needs.

L.B.J. Hospital, Houston, TX Dec 2007 – Jan 2008

Seasonal Intern

* Recorded data of hospitals’ floor plan into Microsoft Excel 2007.

Harris County Information Technology Center, Houston, TX Summer 2006 and 2007

Summer Intern

* Created spreadsheets of office equipment and network interface system using Microsoft Visio 2007.
* Diagramed flow charts using the US metric system to analyze precinct park reservations.
* Posted assignments and meeting notes on Microsoft SharePoint Services 2007.
* Completed a GIS (Graphical Interface System) project for a Harris County cemetery plantation.
* Assisted in the GIS (Graphical Interface System) development of various parks in Harris County.
* Gathered reports and agendas via Xerox and SUN Systems.
* Operated the IBM hardware system to eject IFAS ad LINUX tapes out of the silo.
* Hosted a number of workshops showcasing the duties of a position within an organization.
* Worked in large enterprise location featuring multiple relay racks housing hundreds of servers.

Harris County Flood Control District, Houston, TX May 2004 - Jan 2005

Technical Assistant

* Created spreadsheets in Microsoft Excel and Access for records pertaining to county’s budget plans and future projects.
* Recorded measurements for length and width of bayous and ditches to calculate the slope of sides of a landmark.
* Examined distinctions between Augustine and Johnson grass to account for amount of herbicide needed for grass.