

# Systems Administrator

# Michael Reynolds

## Professional summary

CCNA-certified Systems Administrator with experience managing servers, networks, and security systems in enterprise environments. Skilled in Cisco networking, Windows/Linux server administration, and cloud infrastructure. Strong background in virtualization and disaster recovery planning to ensure business continuity.

## Experience

### Systems Administrator

2020 - Now

Mass General Brigham / Boston, MA

- Manage a hybrid IT infrastructure, including on-premise and cloud-based Cisco networking and Windows/Linux server environments.
- Configure and maintain VLANs, VPNs, and firewall policies to enhance security and optimize network traffic for over 500 users.
- Administer Active Directory, Exchange, and cloud-based services, ensuring seamless access and authentication across multiple platforms.
- Conduct performance tuning and proactive maintenance, reducing network and server downtime by 25% through effective monitoring and troubleshooting.

### IT Specialist

2016 - 2020

Boston University / Boston, MA

- Provided technical support and system administration for university IT infrastructure, ensuring high availability and performance.
- Assisted in implementing network security measures, including firewalls, IDS/IPS systems, and regular security audits to protect sensitive data.
- Managed server backups, disaster recovery plans, and system updates to ensure data integrity and minimize service disruptions.
- Supported the migration of on-premise services to cloud-based solutions, improving accessibility and reducing operational costs.

## Volunteer Work

- Volunteer IT consultant for a local nonprofit, setting up secure remote access and cloud storage solutions for staff.
- Provided cybersecurity awareness training sessions for small business owners, educating them on best practices to prevent cyber threats.

 (617) 555-9876

 michael.reynolds@email.com

 Boston, MA

## Links

 [linkedin.com/in/michaelreynolds](https://www.linkedin.com/in/michaelreynolds)

## Education

### Bachelor of Science in Information Systems

Northeastern University – 2016

## Certifications

- Cisco Certified Network Associate (CCNA), 2019
- Microsoft Certified: Azure Administrator Associate, 2021

## Skills

Cisco Routing & Switching (CCNA) 

Windows & Linux Server Administration 

Virtualization (VMware, Hyper-V) 

Cloud Services (AWS, Azure) 

IT Security & Compliance 

Active Directory & Group Policy 

Scripting & Automation (PowerShell, Bash) 

Backup & Disaster Recovery 

Endpoint Management & Patching 