MATTHEW D. MASLOW
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CERTIFICATIONS:

- Microsoft Certified Systems Engineer
- Microsoft Certified Professional + Internet
- Microsoft Certified Professional

- A+ Certified Service Technician
- Certified Novell Administrator
- PC Support Specialist

TECHNICAL AND WORK EXPERIENCE:

IT Consultant \ Independent Contractor
New York and New Jersey, 11/14 – Present

- Serviced numerous small to medium size business computer systems and networks. Provided daily end-user support both hands on and remotely utilizing tools such as Logmein, Team Viewer, MS Communicator \ Lync and VNC. Supported and upgraded workstations running Microsoft Windows XP, 7, 8.1 and 10. Server and Terminal Server support and administration on platforms including 2003 R2, 2008 R2 and 2012 R2. Support for various versions of Adobe products, Microsoft Office 2010, 2013, 2016, QuickBooks, Trend Micro Business Security, Backup Software and numerous web-based applications. Created and maintained all IT infrastructure documentation. Support and knowledge of Apple products including iPhones, iPads and MacBooks.

IT Infrastructure Specialist
Akzo Nobel, Inc., Tarrytown, NY, 07/06 – 11/14

- Maintained relationships with outside vendors on the installation of network hardware such as routers, switches, VOIP Phone System, T-1 circuits and POTS lines. Configured and rolled out new Windows 2003, 2008 and 2012 servers. Performed data migration from existing to new servers. Worked on detailed documentation for all hardware and software packages/licenses/warranties and support contracts in order to maintain inventory. Daily network and server administration including Active Directory, DHCP, DNS, Exchange Server, File and Print Servers, SharePoint and Blackberry Enterprise Server. Support of PC applications including Windows XP, Windows 7, Microsoft Office 2003, 2007 & 2010 Suites, WinZip, WinRAR, Adobe Acrobat packages, McAfee Anti-Virus and Anti-Malware software, AutoCAD, SAP and Citrix Clients. Daily desktop support including the imaging, configuring and network setup of new PC and printer rollouts. Maintained C*Cure Security System with Proximity cards. IPass/RNA VPN system support including the setup and configuration of RSA tokens. Installation of WebEx client and MS Communicator/Microsoft Lync software including personal and IP webcams. Configuration of Blackberry devices, Apple iPhones, iPads and air cards. Hands on support for local and network printers, copiers, scanners and Nuance E-Copy PDF scanning software. Multifunction equipment including both Canon and Ricoh.

IT Support Consultant (Short Term Assignment)
Temple Beth Rishon, Wyckoff, NJ, 09/05 – 07/06
- Worked on the designing of the internal network layout and infrastructure. Configured staff email accounts and shared data. Supervised hardware rollouts including scanners, printers, and personal computers. Provided technical assistance as needed. Installed and configured Microsoft Office software and Norton Anti-Virus. Other responsibilities included the documentation for all systems processes, routine maintenance, and hardware/software configuration specs.

Help Desk and Network Manager
Mortgage Warehouse, Melville, NY, 09/04 – 09/05
- Responsibilities include managing the company's network infrastructure, PBX phone system, and internal Help Desk. Controlled and coordinated network security, McAfee anti-virus control, E-mail system, E-fax server, and data backup using Veritas software. Administer and maintain company websites via Microsoft IIS and numerous databases using Microsoft SQL Server 2000. Directed all new hardware and software purchases and rollouts across the network.

Systems Administrator
Integrated Business Systems, Inc., Melville, NY, 04/03 – 09/04
- Performed SQL Server database administration for in-house users and all company clientele for both monthly maintenance contracts and necessary client version releases. SQL Server Administration included using Enterprise Manger to backup and restore SQL Server databases, Configure new Database Maintenance Plans, view SQL Server Logs and activity for performance issues such as database locks. Worked directly with the Senior DBA on installing new stored procedures and running SQL scripts via Query Analyzer. Managed and oversaw all internal network operations including users, Microsoft servers, and clients in the Hedge Fund industry. Responsibilities included network security, disaster recovery, Norton Enterprise anti-virus control, SPAM control, E-mail systems, and data backup using Veritas software. Responsible for proposing, researching, and implementing new hardware and software for clients.

PC Network Analyst/Technical Consultant
Honig and Honig Attorneys at Law, Waldwick, NJ, 11/01 – 04/03
- Created and implemented internal network including E-mail, directory shares, and data backup. Completed all hardware & software installations and upgrades. Supported office's attorneys, paralegals and office administration.

EDUCATION:
Briarcliffe College
- MCP, MCP+I & MCSE Certification

Career Blazers Learning Center
- A+ Certification, Novell Certification and PC Support Specialist Certification

Ramsey Community School
- Introduction to PC Security