

Derek S. Grimes

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OBJECTIVE

To strategically implement IT initiatives that improve business functionality with positive impacts to the overall usability all while providing superior public relations skills and training.

PROFILE

- Expert in the installation and management of all Windows machines
- Expert in Windows server operating systems and functions
 - Server 2012 R2 & earlier, AD, DHCP, DNS, GPO, Hyper-V
- Strong knowledge in networking appliances/networking including Cisco, HP, Fortigate, Site to Site VPNs, IPsec VPNs, Cisco WLC
- Strong knowledge in telephony including Cisco Unity/Unified/Emergency Responder
- Expert in iOS Mobile Device Management especially AirWatch/Apple Configurator/Apple VPP/DEP
- Expert in communicating/training including technical communications to non-technical audiences
- Extremely strong problem solving skills and time management skills
- Experience in myriad amounts of other dedicated appliances and applications including: ArcMail, Barracuda, Ninite, Office 365, SonicWALL, Sophos AV & Web Filter, SQL, Tyler Technologies, VMWare
- Intermediate to expert knowledge in website design and server scripting including: batch, VBS, PowerShell
- Extremely dedicated and willing to learn every aspect of the organization and technology utilized

EDUCATION

- Worcester State University**, Worcester, MA *2012-2014*
Master's Degree in Business Administration (MBA), leadership concentration, GPA 3.9
- Becker College**, Worcester, MA *2008-2011*
Bachelor's Degree in Business Administration, GPA 3.9

CERTIFICATIONS

CompTIA A+ Certification - 2015

This certification covers knowledge of maintenance of PCs, mobile devices, laptops, operating systems and printers.

CompTIA Network+ Certification - 2015

This certification covers knowledge needed to take on a pivotal role in building, managing, and protecting computer networks.

Criminal Justice Information System (CJIS) Certification – 2014,2017

The CJIS certification test is given to all police, police/fire dispatchers, and system administrators who interact with the State and FBI's Criminal Justice Information System.

Microsoft Office Specialist (MOS) - 2008

The MOS test is a comprehensive assessment evaluating the knowledge of the Microsoft product being tested.

- Word Score: 1000/1000

Internet and Computing Core Certification (IC3): Digital Literacy - 2008

The IC3 certification comprises Computing Fundamentals, Key Applications, and Living Online. The tests cover hardware, software, operating systems, Microsoft Office, networks, internet, and email.

- Computing Fundamentals Score: 978/1000
- Key Applications Score: 1000/1000
- Living Online Score: 978/1000

PROFESSIONAL EXPERIENCES

Tantasqua Regional School District, Fiskdale, MA

2014-Present

Assistant Director of Technology / Network Administrator

- Responsible for managing, leading, and mentoring four System Administrators who as a team we maintain seven different school buildings, and four unique towns and the departments within
- Implemented bi-weekly technology meetings to increase communication and project management with technology staff
- Implemented monthly Technology Leadership Committee to increase communication between technology department, teachers, staff, and students
- Work directly with System Administrators to ultimately increase project implementation efficiency and time management; increased efficiency was necessary in order to better leverage our limited System Administrators across our multiple locations
- Management of large-scale projects from budgeting, procurement, vendor and brand selection, and engineers. Projects include large-scale domain migrations and consolidations (over 500 machines migrated from five separate domains to one single domain), large scale building-wide telephony and core switching/routing upgrades, Cisco wireless deployment (for full building coverage), building wide re-wiring projects

Wicked Wines / Global Wines Inc., Boston, MA

2016-Present

Website Administrator

- Responsible for migrating the website domains/DNS/CNAMEs to a new host, and then moving the old MySQL database to a new host. Ultimately after moving the domain and data to a new host (with zero down time) we quickly transitioned to the new websites I had designed. I continue to work with this company updating and maintaining the website, managing the domains, SSL certificates, protecting the brands, enhancing SEO, monitoring all nightly MySQL database backups and SFTP backups. I also maintain an SMTP server for their newsletter functionality saving \$1000's annually instead of utilizing a mass mailing (Constant Contact) subscription.
 - <https://www.wicked-wine.com> ; <http://www.globalwinesinc.com>

Eagle Cleaning Corporation, Worcester, MA

2014-Present

Website Administrator

- Migrated old website, database, and domain/DNS/CNAMEs to new host with zero down time and updated MX records for new mail service. Currently responsible for creating, updating, maintaining website, and management of the domains and host and MySQL database for WordPress
 - <http://www.eaglecleaning.com>

Town of Sturbridge, Sturbridge, MA

2013-Present

Network Administrator

- Responsible for maintaining servers, databases, workstations, network equipment, and peripherals in Town Departments: Town Hall, Annex, Police, Fire, Ambulance, Highway, Library
- Responsible for network infrastructure including (cat5e/cat6 single/multimode fiber), routers, switches, Site-to-Site VPNs, secure police cruiser access to onsite records database and Massachusetts State Datacenter connectivity, GPS monitoring on town vehicles, database maintenance on all vital databases (police, fire, ems, water meter for billing, town clerk databases, permitting, accounting)

Tantasqua Regional School District, Fiskdale, MA

2009-2013

System Administrator

- Responsible for maintaining and repairing all servers, workstations, network equipment, peripherals
- Responsible for network infrastructure including cat5e, cat6, single/multimode fiber, routers, switches, VPN
- Assisting and training all staff members within Brimfield, Brookfield, Holland, Wales, and Tantasqua Jr. High schools

Staples, Inc., Sturbridge, MA

2007-2010

Resident Lead Technician

- Responsible for providing excellent customer service to customers while performing wide variety of basic and advanced technical system diagnostics and upgrades on customers technology

Tantasqua Regional School District, Fiskdale, MA

2006-Present

Website Administrator

- Updating, and maintaining website
- IIS management, SSL certificates
- Collaborating with the administrative staff, faculty, and staff to maintain content on all school pages
 - <http://www.tantasqua.org>

COMMITTEE RESPONSIBILITIES

Advisory Committee Member

2007-Present

Active committee member for Computer Technology classes offered at Tantasqua Regional School District's technical division.

Relay For Life Committee Member – Online Chairperson

2011-2013

Collaboratively work with the Event Chair to ensure that the Relay Committee and participants are able to utilize the online functionality for fundraising development. Responsibilities include updating website, advertising through social networking, answering and sending emails to all participants and troubleshooting issues with online donations on team/individual Relay sites.

REFERENCES

Gregory Rossow

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