

Sharon M. Keating

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Employment History: State Of Florida, Department Of Corrections (DOC), Union Correctional Institution (UCI), Raiford, FL
Distributed Computer Systems Analyst (DCSA) from November 2007.

Distributed Computer Systems Analyst (DCSA)

Server Administration and Information Assurance Support:

- Network administrator responsible for managing the installation servers, switches, PCs, printers
 - Maintained standard software, software licenses, and updates for 800 staff personnel
 - Maintained standard software, software licenses, updates, tape backups, and antivirus on 3 Servers
 - Responsible for the set up, upgrade, and reconfiguration for 30 switches on a managed network
 - Required troubleshooting hardware, software, and connectivity problems with CAT5 and Fiber
 - Installed and configured Windows XP and Windows 2000 on workstations
 - Performed hardware and software installations on new and used Servers and PCs
 - Managed server backups using Veritas Backup Exec
 - Set up Law Library PCs for two libraries upon their conversion from paper to DVDs
 - Completed installation site book, documentation, and software folders
 - Participated in server consolidations and migrations per state requirements
 - Completed inventories, asset tracking and answered data calls
 - Cannibalized old PCs and parts to make working units
 - Completed backups and transfers as required using Ghost images and manual methods on PCs
 - Assisted users in getting to the printers, installing the drivers, etc. as required
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Employment History: Space and Naval Warfare Systems Center (SPAWAR) Jacksonville, FL
Information Technology Specialist from October 1986 to February 2007.

Certifications:

- EC-Council Certified Hacking Forensics Investigator (CHFI)
- EC-Council Certified Ethical Hacker (CEH)
- Microsoft Certified Professional (MCP) in XP Professional

Operating Systems:

- Windows Workstation & Server
- Windows XP
- Microsoft Small Business Server
- Red Hat Linux

Software:

- Active Directory
- SharePoint
- IIS
- Microsoft SQL Server

IT Lead for Pentagon Information Technology Service Center (PITSC)

Server Administration and Information Assurance Support:

- Team ISSO: Maintained standard software, patches, personal firewalls, and updates for 35 users

- Team ISSO: Maintained standard software, patches, tape backup, virus protection on 20 Servers
- Responsible for the set up, upgrade, and reconfiguration for 20 servers and 35 workstations
- Required troubleshooting hardware, software, and connectivity problems
- Installed and configured Windows 95, NT 4.0, Windows XP and Windows 2000 on workstations
- Performed hardware and software installations on new and used Servers and PCs
- Planned, configured, and implemented NT 4.0, 2000, 2003 Servers
- Implemented Veritas Backup Exec for server backups
- IT Lead in transitioning production servers, applications and workstations to NMCI
- Completed data migrations, network certification documents and equipment migrations
- Led server consolidations per Navy requirements
- Completed CAC Login phase per Navy requirements by installing ActivCard Gold, etc.
- Completed inventories, asset tracking and answered data calls

LAN/MAN/WAN Management and Support:

- Responsible for the set up, upgrade, and reconfiguration for 100 workstations on two intranets
- Troubleshooting hardware, software, and connectivity problems
- Performed hardware and software installations on new and used PCs
- Installed and configured Windows 95, NT 4.0, Windows XP and Windows 2000 on workstations
- Cannibalized old PCs and parts to make working units
- Set up and maintained a classroom of 22 PCs, a shared printer and a network printer
- Used a double set of removable drives to keep the training PCs ready to go for the next class
- Completed backups and transfers as required using Drive Image Pro and manual methods
- Maintained the command standard software, patches, and updates for 10 users as Code ISSO
- Conducted training in End User Support for 5 person class
- Assisted in E-mail conversion efforts for 100 users using MS Outlook
- Completed data migrations as required
- Network administrator responsible for two web servers
- Installed and administered Microsoft IIS
- Using Notepad, PaintShop, LView, etc., produced and maintained the Team Web Sites
- Assisted users in getting to the printers, installing the drivers, etc. as required

WEB Site Design/Development:

- Developed 5 federal websites for internet and intranet usage, complying with current government regulations and command instructions
- Designed 10 nonfederal websites including:
 - <http://www.web-wench.org/>
 - <http://www.fed-fop.org/>
 - <http://www.flfop107.org/>
- Conducted training in Beginning HTML Coding using Notepad or a DOS editor for 10 to 20 people
- Trained in Section 508 compliance, Internet Security, and various software packages, including Galacticomm, Oracle 5a, JavaScript, Publisher, etc.

Programming:

- Programmed in Clipper 5.01 using a dBase III database for ICAPS Provisioning system
- Used Oracle 5a to produce Administration Functional Area database, screens, reports in the BASIS project on the Perkin-Elmer 3210 in a Client/Server environment
- Assisted installation of BASIS at Naval Station Mayport and supported end users across the US
- Developed various programs and scripts in COBOL and JCL for the Burroughs and Sperry 1100 mainframe systems
- Completed scripts to extract data from tapes and produce Datagraphix reports for microfiche readers

- Developed and maintained documentation on the programs which included System/Subsystem Specifications, Functional Descriptions, User Guides, Trainee Guides, Instructor Guides, brochures, bookmarks, flyers, and pamphlets using government and command standards
- Completed data migrations and backups as required
- Trained in wireless/PALM OS programming using AppForge
- Exposed to various languages and databases, including Access , DB2/SQL, SQLPlus, dBase III and IV, Clipper 5.01, COBOL, RPG II, FORTRAN, as well as Visual Basic 3 and 6, VMS, ECL, JCL

Education:

- B. S. 1986 Data Processing Major Jones College, Jacksonville FL

Military:

- U.S. Navy Reserves JAN 1983 to JAN 1986
- U.S. Army OCT 1976 to MAR 1978

Security Clearance:

Held a DoD Secret Clearance, granted in 2005