

Burton Simmons

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585 Winter St. NE #607, Salem, OR 97301

EDUCATION

Master of Business Administration (MBA), graduated 2008 with honors
Willamette University, Atkinson Graduate School of Management

- Major areas of study: Project Management, Leadership, Operations Management, Data Mining, Marketing Strategy, and Information Systems Design
- Proved ability to lead groups to success yet also produce individual high-quality, innovative work
- Demonstrated presentation abilities, critical thinking skills, and decision-making prowess
- Led team to first place in marketing strategy simulation
- Led team to first place in data mining competition

Bachelor of Science in Computer and Information Science, graduated 2001
University of Oregon

- Major areas of study: Networks, Software Engineering, User Interface Design, Object Oriented Programming, and Technical Documentation
- Developed software in Java

EXPERIENCE

Peak Sun Silicon Salem, OR
Network Management Consultant May 2008 – Oct 2008

- Designed and implemented WAN & LAN connection strategy
- Installed and configured firewalls, wireless access points, switches, and routers
- Deployed Mac OS X Leopard Server and Windows 2003 Server in mixed Mac/PC environment
- Configured DNS, DHCP, and LDAP protocols
- Managed email and calendaring service transition to Google Apps for Domains
- Configured and deployed VoIP system

Oregon Department of Revenue Salem, OR
Technology Management Intern May 2007 – Aug 2007

- Assisted CIO in the creation and early implementation of an IT strategic plan
- Developed a business case and financial justification for wireless PDAs
- Met individually with customers to research customer needs and obstacles for service
- Coordinated stakeholder sessions to build acceptance for IT realignment

Pacific Office Automation Portland, OR
Network and System Administrator Aug 2005 – Aug 2006

- Administered Windows and Linux servers (including virtual servers using VMware), recommended and implemented new systems to maximize resources
- Designed and maintained network systems using Cisco, HP, and SonicWall networking equipment
- Proactively created maintenance utilities and applications using Visual Basic, VBscript, and shell scripts
- Worked with outside vendors to ensure that business systems were created properly
- Translated business needs into system designs and implemented those systems

Unisys

Portland, OR

Business Services Support Analyst

Aug 2001 - Aug 2005

- Worked on a permanent on-site contract with the Bonneville Power Administration
- Developed applications, utilities, and maintenance scripts using Visual Basic, VBA, and VBScript to benefit team
- Managed successful technical project during agency-wide VPN rollout
- Supported over 110 employees in a Windows 2000/XP domain
- Documented processes and technologies for use by both technical and non-technical people

LEADERSHIP EXPERIENCE

TEAM OREGON

Aug 2007 – present

- Teach new motorcycle riders in safety practices in classroom setting
- Coach beginning motorcycle riders in experiential learning
- Support mission of Oregon DMV to certify educated motorcyclists

Willamette University, Atkinson Graduate School of Management

Aug 2006 – May 2008

- Atkinson Student Association Vice-President: Led meetings, worked with student groups
- Atkinson Management Today Project Manager and Editor-in-Chief: Led team of a dozen writers from recruitment to publication – twice
- Atkinson Technology Committee: Advisor

Salvation Army of Marion/Polk County

Aug 2006 – May 2007

- Analyzed data and offered recommendations on increasing fundraising financial effectiveness
- Collaborated with a team of 12 to enhance mission of Salvation Army through added services

Westminster Presbyterian Church

Jan 2003 – Jan 2006

- Chair, Strategic Planning committee 2003-2005
- Chair, Nominating committee 2005-2006
- Voted on and passed \$750,000+ budget 3 years in a row

CERTIFICATIONS

- Red Hat Linux RHCE 4.0
- Project Management CAPM (*in progress*)

SKILL SUMMARY

- Business: Project Management, Strategy, Leadership, Presentation, Data Mining, Marketing Strategy
- Software: Microsoft Excel, Word, Outlook, Access, Oracle, Apache, MySQL, SPSS Clementine
- Software Development: Java, Visual Basic, VBA, C#, Perl, VBScript, User Interfaces, .NET
- Networking: Cisco IOS, HP ProCurve, SonicWall, Firewalls, VPN, TCP/IP, LAN/WAN Management, Routing, Subnetting
- Operating Systems: Windows NT/2000/XP, Mac OS X, Red Hat Linux, CentOS, Solaris, FreeBSD/Unix