

# Adam N. Clementi

## Summary

Director of Technology and IT technician with eight years experience supporting small and medium-sized businesses. Network and server administrator with effective interpersonal skills and aptitude in communicating with end-user. A fast learner with thorough knowledge of hardware. Well organized and highly proficient in popular business software applications. Webmaster with development experience of redesigns, new site design, and website management. Graduate, Miami University.

## Objective

To leverage my current communication and information technology proficiency within a company that holds high standards of business ethics. To work as a part of a team with a focus on increasing my employer's reputation through sound business practices and IT expertise.

## Technical Summary

**Software:** Microsoft Windows NT/XP/SBS/Vista/7, Linux Ubuntu, Microsoft Office Suite, Exchange, MS Project, Flash, Dreamweaver, Photoshop, Fireworks, Symantec Ghost Solution Suite, Symantec Mail Security for Exchange, Symantec Backup Exec, Roxio Easy CD Creator, Symantec AV, McAfee AV, Kaspersky AV, Telnet, ARCServer Backup Remote Assistance, LogMeIn, GenevaLogic – Vision, SurfLock, FTP, Acrobat, PageMaker, Nero, Palm, Blackberry, DonorWorks, Quickbooks, DNS, DHCP, SMTP, IIS, HTML, ASP, ASP.NET, SQL, Command Prompt, SharePoint, DVD X-Copy, MediaFace, Quicken, Quickbooks, Movie Maker, Digital ImageReady, iTunes

**Hardware:** Motherboards, Memory, IDE's, Local/Network Printers, LCD Projectors, Scanners, Wireless Access Points, SmartBoards, Airliners, Wireless routers, Digital Cameras, iPod, Watchguard Firebox, Cable Modems, Broadband modems, Fiber optics, T1, Switches, Hubs Speakers, Monitors. Installation experience of internal and external drives, memory, and cards. Wireless Network Installation Experience.

**Other:** Web Development, Requirements Analysis, Risk Assessment, IT Help Desk

## Experience

**Clerics of St. Viator**  
Arlington Heights, IL

**October 2002 – Present**

**Director of Information Systems, Webmaster**

[www.viatorians.com](http://www.viatorians.com)

- Network and Server Administration – including 2 SBS migrations
- Business Requirement Analysis and Risk Assessment
- Troubleshoot / Support – local and remote
- Software Development – Community demographic database
- Webmaster – multiple complete redesigns of company web site
- Past Editor of Quarterly Newsletter – worldwide circulation of over 18,000

**Saint Viator High School** May 1997 – August 2000, October 2005 – Present  
Arlington Heights, IL

**Assistant Director of Technology, Webmaster** [www.saintviator.com](http://www.saintviator.com)

- Redesign of website using ASP – launched 12/09
- Online alumni email directory converted to ASP.NET for security
- Recommended and implemented Ghost Solution Suite to over 350 computers
- Assisted in planning, implementation, and troubleshooting online class registration
- Assessed needs and implemented 4 wireless labs

**Miami University, Kreger Lab** May 1999 – August 2001  
Oxford, OH

**Computer Support Technician, Systems Analysis Assistant**

- Troubleshoot / Help Desk – faculty, staff and student assistant
- Computer Hardware Repair – desktops, notebooks, printers
- Software Updates, Ghosting and individual software packages

#### Education

**1998 – 2002** **Miami University** **Oxford, OH**

- Bachelor of Arts, Management of Information Systems

**Summer 2001** **Università de Urbino** **Urbino, Italy**

- Intensive 8-week Summer Exchange Language Program

**Summer 2010** **Torre di Babele** **Rome, Italy**

- Intensive 7-week Language Program

#### Websites

Saint Viator High School – [www.saintviator.com](http://www.saintviator.com)

Clerics of St. Viator – [www.viatorians.com](http://www.viatorians.com)

St. Asaph Farm - [www.stasaphfarm.com](http://www.stasaphfarm.com)

Saint Martin de Porres High School - [www.smdpwauegan.org](http://www.smdpwauegan.org)

Friends of the Good Samaritans - [www.friendsofthegoodsamaritans.org](http://www.friendsofthegoodsamaritans.org)

Kentucky Soaps and Such - [www.kentuckysoapsandsuch.com](http://www.kentuckysoapsandsuch.com)

Wilderness Road Guest Houses - [www.wildernessroadguest.com](http://www.wildernessroadguest.com)

Riverview Restaurant - [www.riverviewpizza.net](http://www.riverviewpizza.net)

#### Awards Received

Marquette Leadership Scholarship, Marquette University Deans List, Miami University Honor Roll, NCAA All-Academic Student Athlete Award, Illinois Leadership Winner

#### Interests

Web Design, Coaching, Swimming, Water Polo, Home Rehabilitation, Oenology, Aquarist