

# Adam N. Clementi

## Summary

Five years experience supporting small and medium-sized businesses. Network and server leader 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. Graduate, Miami University.

## Objective

To leverage my current communication skills 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:

- **Operating Systems:** Microsoft Windows NT, XP, SBS, Server2003, Vista
- **Administrative:** Exchange, Microsoft Project, Symantec Ghost Solution Suite, Symantec AntiVirus, Symantec Mail Security for Exchange, Symantec Backup Exec, McAfee AntiVirus, Telnet, eTrust AntiVirus, ARCServer Backup, Remote Assistance, LogMeIn, Website Administration, DNS, DHCP, IIS, Command Prompt, SharePoint
- **End User Applications:** Microsoft Office Suite, Photoshop, Fireworks, Roxio Easy CD Creator, Nero, GenevaLogic – Vision, SurfLock, Nero, Palm OS, Blackberry OS, DonorWorks, Quickbooks, Acrobat, PageMaker, DVD X-Copy, MediaFace, Quicken, Movie Maker, Digital ImageReady, iTunes
- **Web Development:** FrontPage, Flash, Dreamweaver, wsFTP, CuteFTP, HTML, ASP
- **Additional Web Applications:** LogMeIn.com, GoogleEarth, MapQuest, YouTube

### Hardware:

- **Internal Hardware:** Motherboards, Memory, IDE's, Power supply replacement, CPU replacement, CD/DVD Drive maintenance and replacement, PCI cards
- **External Hardware (Peripherals):** Blackberry, Treo, Watchguard Firebox, Cable Modems, Broadband modems, Fiber optic, T1, Switches, Hubs, Speakers, Monitors, Local/Network Printers, LCD Projectors, Scanners, Wireless Access Points, Wireless Expanders, SmartBoards, Airliners, Wireless routers, Digital Cameras, iPod

## Experience

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

**October 2002 – Present**

**Technical Lead / Project Manager / Webmaster**

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

- Network and Server Administration
  - Manage users using MS Small Business Server
  - Coordinated expansion of existing network to additional wing
  - Coordinated and implemented wireless access to entire building and grounds
- Business Requirement Analysis and Risk Assessment
  - Recommended and implemented installation of external firewall
  - Recommended and implemented installation of backup server power
  - Recommended and coordinated increase in Internet connectivity speed
  - Created technology budget and obsolescence schedule
- Troubleshoot / Support – local and remote
  - Use of Remote Desktop and LogMeIn.com

### **Clerics of St. Viator Continued**

- Software Development
  - Interviewed employees and concluded that a company-wide demographic database would assist and streamline multiple departments
- 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

#### **Technical Assistant / Webmaster**

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

- Recommended and implemented Ghost Solution Suite to over 350 computers
- Installation experience of internal and external drives, memory, and cards
- Assessed needs and implemented 3 wireless labs – 2 more to be installed Summer 2008

**Miami University, Kreger Lab**  
Oxford, OH

**May 1999 – August 2001**

#### **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

### **Awards Received**

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

### **Interests**

Coaching, Swimming, Water Polo, Home Rehabilitation, Oenology, Saltwater Aquarist