
BRIAN LEE SMITH

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Mount Royal, NJ 08061

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resume@kathiandbrian.com

SUMMARY OF QUALIFICATIONS

Highly motivated and results-driven Manager of IT with over 13 years experience, exceptional leadership and communication skills, and an extensive background in the following broad-based competencies:

PROJECT MANAGEMENT
BUSINESS ANALYSIS
NETWORK MANAGEMENT

CORPORATE & PERSONNEL MANAGEMENT
STRATEGIC PLANNING & BUDGETING
SYSTEMS & TECHNICAL SUPPORT

PROCESS ENGINEERING
TECHNOLOGY SOLUTIONS
VENDOR MANAGEMENT

- Demonstrated ability to streamline information technology operations to increase productivity for the end-user.
- Skilled in the creation and implementation of technical solutions that facilitate cross-departmental collaboration and information sharing, optimizing efficiency and reducing costs while aligning with business strategy
- Demonstrated strength in undertaking and managing all phases of the system development life cycle including managing personnel, technical oversight, and interfacing with end users.
- Excellent communication skills both with IT professionals and non-technical users.
- Forges strong, working relationships with Senior Management, peers, and junior staff

PROFESSIONAL EXPERIENCE

SWETS INFORMATION SERVICES – *Runnemede, New Jersey*

2007

Manager of IT, North America

Joined \$1b+ international subscription management company to redirect, improve and revitalize the North American IT Department (US and Canadian Offices, Remote Users) and provide Business Analysis services to various units within the company.

- Responsible for \$1mm budget and supervision of department staff; eliminated unnecessary expenses saving approximately \$100K within first two months
- Provided business analysis services to a variety of personnel at the Director, VP and Executive Board levels, including preparation of a business case analysis for worldwide implementation of RFID technology in the consolidation and shipping process.
- Aggressively expanded the role of the North American IT department to become a business partner and the "go to" department when other business units required assistance solving complex business flow concerns.
- Provided management, mentorship, and training to junior IT staff who were previously without a technical manager and mentor
- Directed full review of all systems, including technical redesigns of MS Exchange, Citrix, file servers, and backup system
- Managed creation of the department's first desktop image and app deployment, reducing deployment time by at least 70%
- Developed and managed multiple projects simultaneously, including system deployments and update maintenance, security audit with extensive use of Group Policies, and development of departmental documentation
- Teamed with corporate headquarters IT department in Holland to establish corporate-wide equipment standards

FLEER TRADING CARDS – *Mount Laurel, New Jersey*

1998 - 2005

Senior Network Manager / Business Analyst

2001 - 2005

Promoted for exhibiting outstanding technical skills in project management and business analysis. Duties included analyzing functional requirements and providing comprehensive technical and workflow solutions to business issues, providing network and desktop support to 60+ users, and monitoring data backup.

- Successfully developed and managed a \$200,000 digital asset management project involving multiple department heads that transitioned the company from a 35mm slide-based to digital photography workflow in less than six months, eliminating film processing and scanning costs and saving \$100k+ in first year alone.
- Instrumental in implementation of \$1MM+ SAP project to consolidate disparate accounting systems into a unified platform, streamlining operations and reducing data entry requirements.
- Evaluated and selected external design firm tasked to redesign of Fleer Collectibles website; managed and oversaw scope-of-work of website development.
- Successfully migrated company from Exchange 5.5 to Exchange 2003.
- Designed and programmed a "No Purchase Necessary" order entry system from inception and completely recoded corporate public website based on ColdFusion web programming language.
- Actively participated in the transition of newly acquired company's information systems to Fleer's corporate platform ensuring data integrity.

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FLEER TRADING CARDS – *continued*

Macintosh Manager / Website Administrator

1998 - 2001

Responsible for oversight of website administration, management of Macintosh software/hardware and interfacing with department heads and end users. Responsibilities included monitoring AppleShareIP fileserver; supporting Novell, Windows NT and Microsoft IIS servers; administering corporate FTP site; and maintaining Windows-based and Macintosh desktop computers.

- Implemented FileWave Application Distribution System facilitating automatic software installation and preventing users from accidentally deleting important files.
- Instrumental in the migration of two Novell servers to one Windows 2000 server including the implementation of Active Directory and recreation of the directory structure and group permissions.
- Installed and administered online logo database for storage and retrieval of corporate, brand, team and league logos.
- Project managed website redesign producing state-of-the-art website based on Cold Fusion, which allowed users to upload updated information and reduced developer involvement.

CONTRACT CONSULTING – *Mount Royal, New Jersey*

2005 - Current

Full Service IT Consultant

Contract consultant, offering IT management, system deployment, strategic and budgetary planning services to a wide variety of businesses.

- Developed a comprehensive two-year IT plan for a leading mid-sized environmental management and consulting firm. Key factors for selected plan included: the proposed 2006 IT budget; 1, 2 and 5-year IT business plan for the corporation; specific business sector IT requirements (i.e. industry-specific software and hardware); discussions with upper management and employees regarding historical difficulties and inefficiencies; additionally, managed “domain migration” project successfully merging the Active Directory environments of the NJ and NY offices into a single, unified domain.
- Development, purchase, deployment and continued support of a new document management system for a NJ law firm. The project objectives were to reduce their storage requirements for paper documents by 75% or more implementing a successful transition to a paperless work place.
- IT Management services to a neonatal outsourcing company that included oversight and implementation of system migration to a completely new IT infrastructure, including Active Directory 2000 to 2003 and Exchange 2000 to 2003, installation and set up of new file and application servers, MSI deployments, implementation of new group policies and backup procedures.

KEPNER-TREGOE INCORPORATED – *Princeton, New Jersey*

1996 - 1998

Network Coordinator

Responsible for network and system support. Position involved maintaining Macintosh computers, administering AppleShareIP file servers and FileMaker Pro server and procuring hardware and software.

- Developed Problems and Solutions Database that provided publishing staff with answers to common user issues and reduced amount of support calls.
- Reprogrammed Publishing FileMaker Pro Logbook database offering an effective tracking tool for Publishing Department documents.
- Implemented and administered FileWave Application Distribution project, increasing system productivity and reliability.
- Instrumental in the implementation and rollout of Windows 95 and Office 97 to 60 users improving efficiency of desktop operations.

EDUCATION

NORTH CAROLINA STATE UNIVERSITY – *Raleigh, North Carolina*

1992 - 1994

Courses towards Bachelors Degree in Aerospace Engineering / Computer Science

TECHNICAL EXPERTISE

Windows 2000 / 2003 Servers

SQL Server

MacOS X / UNIX

Windows 2000 / XP / Vista

Microsoft WSUS

Citrix

Active Directory 2000 / 2003 and Group Policy

LAN / WAN / VPN

Internet Servers (WWW, FTP)

Office 2000 / XP / 2003 / 2007

Anti-Virus Software

SAP

Exchange 5.5 / 2000 / 2003

Backup and Disaster Recovery