

JAKE SKINNER

Due to privacy and internet bots all contact information has been removed except email: careers@jakeskinner.com

INFORMATION TECHNOLOGY - TELECOMMUNICATIONS STRATEGY SPECIALIST

Solutions-oriented IT TCOM Strategy Specialist with notable success directing a broad range of corporate IT Project Management initiatives while participating in planning and implementation of Telecommunication solutions in direct support of business objectives.

- ♦ Track record of increasing responsibility in Telecommunications and network design, systems analysis and development, IP Telephony, and full project management including the reduction of more than \$115,000 annually from the Corporate IT budget.
- ♦ Demonstrated capacity to implement innovative Telecommunications systems that cut cost, form strong partner relations, and strengthen organizations.
- ♦ Hands-on experience assisting in all stages of system development efforts, designs, architecture, testing, and support.
- ♦ Outstanding leadership abilities and Project Management; able to coordinate and direct all phases of project-based efforts while managing, motivating, and leading project teams.
- ♦ Adept at developing effective Telecommunication policies and procedures, project documentation and milestones, and technical/business specifications.

CORE COMPETENCIES: Networking, Telecommunications, Multimedia & Security; Business Impact Analysis; Data Integrity/Recovery; Disaster Recovery Planning; Risk Assessment; Cost Benefits Analysis.

* **Platforms:** Microsoft Windows® Server 2000/2003, Microsoft Windows® operating systems from 3.11, 95, 98, ME, NT, XP, Vista, Linux (Ubuntu), Mac OS 8 and above, AS400, PocketPC Palm OS, Blackberry.

* **Networking:** TCP/IP, Novell, ISO/OSI, IPX/SPX, Ethernet, VPN, SSH.

* **Languages:** HTML, dBase II.

* **Tools:** Active Directory, Symantec Backup Exec, Norton Firewall and Ghost, McAfee/Norton Virus Protection Utilities, Trend Micro Spam AV and Webscan Tools, Snort, Lotus Notes, Axxess® Inter-tel Phone System and Database Manager, Adobe® Suite (including Acrobat, Flash, GoLive, and Premiere with After Effects), Avid®, Palm OS®, PocketPC and Blackberry®, Microsoft Office System (including Microsoft Word, Microsoft Excel, Microsoft PowerPoint®, Microsoft Axxess®, and Microsoft Outlook®), Microsoft Project, and Microsoft FrontPage®.

PROFESSIONAL EXPERIENCE

DAVIS HOMES, LLC, Indianapolis, Indiana

2005 – Present

Information Technology – TCOM Specialist

Recruited to establish and manage Helpdesk and Desktop Support in both Corporate and remote office environments. Project Management duties to include oversight of Telecommunications and support for Corporate Office and 35 remote offices. Design and implement IP Telephony and perform cost benefit analysis on all Telecommunication strategies. Collaborate with vendors in the exchange of services to lower the cost of Telecommunications necessities. Assist in daily activities of Network/Systems Administrator.

Key Contributions:

- Instrumental in set-up and design of Network and Telecommunication infrastructure for Remote Sales and Construction Offices.
- Spearheaded the negotiation with all Telecommunication companies, Cable Network and Telephone, including creating mutual marketing agreements for compensated accounts, worked with land developers to help cable companies overlap services due to deregulation with the “Legal Open Access” Act effective July 1st 2006, and implemented IP Telephony tied to the Corporate phone system.
- Design phone systems using Axxess® Inter-tel Phones and Database Programming, and set up automated and time-based applications for the use of the building tenants including Davis Homes, SVTechnologies and Delivra, also, in addition, the Davis Homes remote sales and construction offices and Davis Properties.
- Created company policies and procedures governing Helpdesk and Desktop Support, group policy and Internet usage, access control, and incident response.

CENTENNIAL WIRELESS, Fort Wayne, Indiana

2004 – 2005

Sales/Trusted Advisor

Recruited to build and manage a strong customer base to help establish new clientele. Repaired and programmed mobile devices including Windows®/Palm OS® Trio™, Blackberry® and Windows® Mobile SmartPhones.

Key Contributions:

- Managed payroll, Accounts Payable, and Inventory Counts.
- Trained new employees on AS400 sales system.

R.E. CONSTRUCTION, New Castle, Indiana

2003 – 2004

Information Technology/Office Manager

Hired to develop Network and Desktop support between two offices. Trained two employees to maintain office infrastructure.

Key Contributions:

- Web page Design and Desktop Support including backup and Disaster Recovery implementation for small business environment.
- Analysis and renegotiation of wireless phone plans to make communication more cost effective.
- Managed accounts payable/receivable, weekly payroll and annual audit.

MILITARY EXPERIENCE

UNITED STATES ARMY RESERVE, Fort Benjamin Harrison, Indianapolis, Indiana

1995 – 2003

Information Technology – 74B

Provided comprehensive remote and onsite support for Battalion. Supervised as many as 17 soldiers as squad leader during a critical data mission during Operation Desert Shield earning the National Defense Medal.

Key Contributions:

- Developed training materials needed to teach the Battalion Microsoft Office.
- Battalion Computer and Network Support, Drill and Ceremony Instructor

EDUCATION AND CREDENTIALS

Bachelor of General Studies

BALL STATE UNIVERSITY – DOUBLE MINOR – TELECOMMUNICATIONS AND ENGLISH – Muncie, Indiana

Professional Training and Certifications

UNITED STATES ARMY RESERVE – Network Specialist – Fort Gordon Georgia Computer Science School

AWARDS

PRESIDENTS CLUB – Circuit City – 2003

MVP SALES AND CUSTOMER SERVICE – Best Buy – 1997

AWARD OF ACHIEVEMENT AERO TECHNOLOGY – NASA – 1986

PROFESSIONAL AFFILIATIONS

CORE MEMBER – IT Indy Peer Group

<http://www.itipg.org>

REFERENCES

Available upon request

More @ <http://www.jakeskinner.com>