

# Resume - Cary Anderson

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## Personal Contact Information

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## Objective

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To contribute to the overall efficiency and productivity of the organization through excellence in information services and technology

## 25 Years Employment Experience

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### Technology Snapshot:

- Office 365 Exchange Online Administrator
- Google Apps Administrator
- Local Area Network (LAN) Administration
- Server & Network Operating Systems
- Active Directory & NTFS Security
- MPLS Hosted VoIP telephony
- Business Continuity & Disaster Recovery
- Maintain Vendor and Client Relationships
- Customer Service QA/QC
- Hardware/Software installation & maintenance

### Communication:

*Exceptional written and interpersonal communication skills in working with business users, vendors, and senior management.*

### Other:

*Highly organized, focused, self-directed, personable, capable of working well independently as well as being a 'team-player', ability to multitask.*

*Ability to accept responsibility for all aspects of information technology and services.*

## Education

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2009

PC Professor

West Palm Beach, FL  
Microsoft Certified

2004 - 2007

Palm Beach State College

West Palm Beach, FL  
AS Degree - CIS Networking  
GPA - 4.0

1999 - 2001

Palm Beach Atlantic University

West Palm Beach, FL  
B.S. Degree - Organizational Management  
GPA - 3.96

1997 - 1999

[Palm Beach State College](#)

Lake Worth, FL

A.A. Degree - Business/Computers

GPA - 3.93 with a 4.0 in related course work. Recipient Sally Taylor academic English scholarship.

#### Academic Mentions

- Member Phi Theta Kappa International Honor Society
- Graduated with 3.93 GPA Presidential Honors
- Recipient of multiple academic excellence scholarships
- Completed all university coursework debt free (Current FICO: 843)

#### Employment History

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01/2013 - Present [Contact Employer](#)

[Cenvill Recreation, Inc.](#)

West Palm Beach, FL

#### **Director of Information Technology & Services**

- Exclusively responsible for all aspects of information technology services and solutions for 4 geographical location enterprise throughout South Florida, consisting of approximately 100 users.

07/2011 - 12/2012 [Contact Employer](#)

[Farm Credit of Florida](#)

West Palm Beach, FL

#### **Manager of Information Services**

#### **Information Systems Specialist III**

- Systems Administrator
- Windows 2008, 2003 Server Administrator
- Wireless Network (WLAN) Administrator
- Local Security Policy Administrator
- Web hosting Administrator/SharePoint Site Collection Administrator
- PC/Hardware/Software/Asset Support
- Responsible for networking/computer hardware/software & general information services needs of organization's eleven branch association covering most of Florida.
- Responsible for maintaining vendor/service provider relationships
- Developed, implemented, and maintained backup and recovery strategies
- Implement, Maintain, & Execute Disaster Recover/Business Continuity Plan
- Primary developer of all IT policies and procedures
- Responsible for interaction with executive management and senior staff to understand and implement business driven technology solutions
- Responsible for IT budgeting and PeopleSoft Asset Management

07/2003 - 2011 [Contact Employer](#)

[Farm Credit of South Florida](#)

Lake Worth, FL

#### **Manager of Information Services**

#### **Information Systems Specialist III**

- LAN Network Administrator
- Windows 2008, 2003, 2000 Server Administrator
- Windows IIS Server Administrator
- Wireless Network (WLAN) Administrator
- Local Security Policy Administrator
- Web hosting Administrator/Webmaster/Gatekeeper
- PC/Hardware/Software/Asset Support
- Exclusively responsible for all networking/computer hardware/software & general information services needs of organization's four branch association covering territory from Vero Beach to Homestead

- Implemented, Maintained, & Executed Disaster Recover/Business Continuity Plan

02/2003 - 06/2003 [Contact Employer](#)

[Holland Pump Manufacturing](#)

West Palm Beach, FL

**Information Technology & Services Manager**

- Windows 2000/2003 IIS server administrator
- Web hosting administrator/Webmaster/Gatekeeper
- Pervasive SQL database administrator
- Help Desk/PC Support
- Solely responsible for all computer needs of organization's six branch locations (approx. 100 employees).
- Researched and implemented web host migration project. Decreased associated costs by 82%
- Completely overhauled, redesigned and updated antiquated internal website.
- Researched and implemented wireless network project.

08/2000 - 10/2002 [Contact Employer](#)

[South Florida Water Management District](#)

West Palm Beach, FL

**Senior Engineering Associate**

- Electronic environmental hydrometeorologic computer data analysis.
- Data quality assurance/quality control.
- Integration of hydro-ecosystem data with current state-of-the-art software.
- Reconciliation of anomalous data patterns and computer software incongruities.
- PC system setup, installation and configuration, new computer account setup, new computer user environment setup
- Hydrology and Hydraulics Dept. web site development
- Environmental Monitoring & Assessment division web team
- Dbhydro Database Quality Improvement Project
- UNIX/Linux operating system
- SMART (Subject Matter Application Resource Team) training team
- New Associate Procedural Training Team
- Recipient Eagle Award - developed autorun graphical user interface to assist end user in the accessing and retrieval of data from portable storage media using programmable development software.
- Recipient EMA Certificate of Appreciation - efficiently contributed high quality data toward the compilation of critical environmental status reports.
- Recipient Instant Cash Award - Developed web-enabled Training Team Review tracking system

01/2000 - 08/2000 [Contact Employer](#)

[South Florida Water Management District](#)

West Palm Beach, FL

**Student Intern - Historical Hydrological Data Processing/Data Analysis**

- Digitized and processed graphical environmental hydrometeorologic data.
- Plotted and reviewed graphical data using Graphical Verification Analysis.
- Updated processed data to DBHydro database.
- Recipient Quarterly Eagle Award - contributed detailed technical publications toward procedural training manual.

1997 - 1999

[Palm Beach State College](#)

Lake Worth, FL

**Intramural Sports Director, Registration, Tutor**

- Increased 2yrs. consecutively failing Intramural Sports program by approx. 300% participation.
- Produced and published electronic reports using spreadsheet and desktop publishing software.

- Manipulated and analyzed numerical and procedural data.
- Provided support to coaches and existing team members.
- Developed, planned, and organized teams and events.
- Assisted with implementation and training of students with online, web-enabled registration.
- Extracted and downloaded data via Java-enabled interface from UNIX platform Oracle database.
- Tutored various subjects including: Microcomputers, Advanced English and writing, Higher maths... while completing degree.

1987 - 1996 [Contact Employer](#)

Rite Radiator & Air Conditioning  
Delray Beach, FL

**General Manager**

- Applied knowledge of electronic algorithm interpretation to diagnose and correct automotive computer system failures.
- Meticulously attended to complex mechanical and state-of-the-art computer system engineering inter-relationships.
- Mediated and resolved customer service complaints.
- Interpreted technical information to educate customer base.
- Provided technical support to automotive technicians.
- Maintained specialized knowledge of company services and technical operations.

1986 - 1987 [Contact Employer](#)

Joyce Environmental Consultants  
West Palm Beach, FL

**Environmental Analyst**

- Monitored, analyzed, implemented & managed invasive, non-native hydroaquatic vegetation population program related to local environmental waterways.
- Utilized natural and technological freshwater ecosystem management strategies to enhance and stabilize indigenous wetland environments while implementing critical environmental protection protocols.

References available upon request

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[Portfolio](#)