

WILLIAM A. WALTON

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SENIOR SYSTEM ADMINISTRATOR

involving project management, information systems architecture and customer support.

SUMMARY OF QUALIFICATIONS

- History of improving productivity through improving infrastructure and elimination of obsolete equipment, systems and processes.
- 15 years solid experience in Lotus Notes and Domino systems administration.
- Broad and diverse background with wide span of industries.

AREAS OF EXPERTISE

General Project Management; Windows NT, 2000, 2003 and 2008 server administration (hardware and software), including physical server installation and operating system installation and configuration, on both stand-alone servers and VMware; Microsoft SharePoint administration (MOSS 2007) including sync with ActiveDirectory; Microsoft Exchange administration (2007) including ActiveDirectory manipulation; Lotus Notes and Domino architecture and administration (versions from 3.5 to 7.0) running on Windows and Solaris; Email, Instant Messaging and other communication and collaboration tools under Windows and Linux; Facilities project management; Technical writing and process documentation; general information systems management for small business and non-profit organizations; website management with Joomla; mass-mail with Constant Contact; event management with EventBrite.

ACHIEVEMENTS

- Launched a new office automation system. Specified and obtained server hardware; installed Windows server operating system and application software; selected, obtained and installed monitoring and management tools; and expanded server infrastructure as the client software was rolled out. **Results:** Company retired obsolete OfficeVision mainframe, saved several hundred thousand dollars annually; employee productivity and collaboration improved.
- Designed and implemented new mass-mail application to replace obsolete OfficeVision MassMail utility. Researched and documented required functionality; selected and supervised contractor; developed automation scripts to maintain criterion-based distribution lists. **Results:** Company retired OfficeVision, saving hundreds of thousands of dollars annually.
- Managed and administered an enterprise-wide infrastructure of over 130 servers serving more than 8500 users. Established standards and procedures for server maintenance; mentored and supported other administrators in headquarters and remote locations worldwide; developed and established policies for registration of users and servers; developed and enforced replication policies for system databases; established standardization of email routing configuration worldwide; participated in rotating on-call pager support. **Results:** Company email and database infrastructure operated in a reliable and stable state; user productivity was enhanced.
- Envisioned, designed and implemented Disaster Recovery (DR) email infrastructure. Researched required functionality; designed required infrastructure; acquired required server hardware; installed Windows 2003 operating system, application software and appropriate monitoring and management tools; developed automation scripts and custom applications; and monitored results. **Results:** Company email system will fail over to a remote DR system in case of a disaster impacting the headquarters data center.
- Developed and deployed an automated application inventory system across more than 130 servers. Categorized and analyzed existing applications; modified system catalog application to enable capturing existing data from each server; developed and implemented scripts and agents; developed data repository and reporting database. **Results:** Able to focus on custom applications and quantify effort/resources required to support these applications.
- Managed and maintained business systems for a non-profit group and a small software startup, including websites, email, customer support and mass-mail systems.

WORK HISTORY

Liquid Medical Office, Inc.	Information Systems Manager	2010
EcoGreen Group	Information Systems Director	2009-present
National Semiconductor	Senior System Administrator	1995 – 2009
Alexander & Alexander Consulting Group	Operations/QA Manager	1994 – 1995
ABB Systems Control Company	Project Manager	1982 - 1993
Previous experience: Caltrans, California Bureau of Automotive Repair		

EDUCATION

B.S., Civil Engineering, cum laude, Humboldt State College, Arcata, CA