



SHARON E. PARSONS
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CAREER OBJECTIVE To use and expand my technical skills to the fullest potential while providing mutual benefit in an exciting industry.

EDUCATION Brevard College ITC, Brevard, NC. Microsoft Office User Specialist (MOUS) Certified; PowerPoint 2000. July 2002

Brevard College, Brevard, NC. Completed junior year requirements for a Bachelor's Degree in Integrated Studies focused on Organizational Leadership and Computer Science. Fall 2002

SofTrain Computer Training Center, Asheville, NC. Microsoft Certified Systems Engineer, Microsoft Certified Professional plus Internet, (MCSE, MCP+I). December 1999

Blue Ridge Community College, Flat Rock, NC. Degree of Associate in Applied Science, Business Computer Programming. Honor Graduate May 1997

Mainland Regional High School, Linwood, NJ. Diploma with Honors in 1976

WORK EXPERIENCE Brevard College, Brevard, NC. Network Administrator. I created, configured, maintained, deleted, and troubleshot over 1300 user and email accounts on a Windows NT network running Exchange Server 5.5 Enterprise including user log on scripts, user permissions, storage limits, alias files, and network storage. I administered Microsoft Outlook Public Folders, Distribution Lists, and access permissions. I managed network drive quota software and virus protection software. I troubleshot network authentication problems, printing issues, and provided user support for trouble calls in a timely manner. I coordinated site and individual licensing purchases, negotiated licensing contracts, implemented audit procedures, and monitored all software licensing and installations. I upgraded over 200 Windows 95 workstations to Windows 2000 Professional and Windows XP Professional. I installed Windows 2000 member servers. I installed, supported, and troubleshot specialized departmental software including Adobe PageMaker, Adobe Photoshop, Biology Place, Canvas, ChemOffice, CLEP testing, GAX, On-line testing applications, Macromedia Studio MX, Maple, Microsoft FrontPage, Microsoft Visual Studio, WinHaze, Windows Office 2000 and XP, and Word Perfect 2000. I instructed classes and workshops for faculty, staff, and students in PowerPoint 2002. August 2000 – September 2002

MountainBank, Hendersonville, NC. Systems Manager, Security Officer, Banking Officer. I designed, implemented, and installed local office LANs and connected them into the organizational WAN using Frame Relay and T1 circuits. I purchased hardware, installed software, and upgraded software. I troubleshot problems with hardware, software, and LAN / Wan communications. I purchased, arranged installation, maintained, and troubleshot ATM equipment and their data communications. I have experience with Windows NT Server, Windows NT Workstation, and Windows95. I also have experience with numerous banking platform software as well as mainframe host communication and emulation using the TCP/IP protocol. I created and maintained hardware inventories and license agreements. I backed up vital organizational data and restore data when necessary. I was responsible for the computer system user and data security as well as maintaining individual office security systems. June 1998 – March 2000

WORK EXPERIENCE

(continued)

Bank of Asheville, Asheville NC. Network Administrator/Staff Accountant. I maintained, monitored, and performed system support duties for the LAN and the connected WAN. Duties included user maintenance; defining user profiles, security access, writing logon scripts, maintaining password protection, etc., relocation and processing of transaction data files into COLD storage, software installations and upgrades, troubleshooting of hardware and user problems. I wrote the bank PC Policy; performed the Year2000 assessment, wrote the Year2000 Plan, and organized the Year2000 testing procedures; and I began their Disaster and Recovery project and plan. I maintained the ATM cardholder accounts, processed accounts payable, and analyzed daily conditions in the accounting equation and special promotional accounts. October 1997 – June 1998

Blue Ridge Community College, Flat Rock, NC. Computer Programming Work Study Student. I wrote, compiled, and debugged programs in the following languages: QBASIC, RPG II (AS400), FORTRAN, and COBOL. I also installed compiler programs and built data files for programs in these languages. I obtained working knowledge of the UNIX O/S, LOTUS 123 spreadsheets, and DBASE IV database using SQL. August 1995 – May 1997

**PROFESSIONAL &
COMMUNITY HONORS**

Phi Theta Kappa Alumni Association 1999
Phi Theta Kappa 1995-97 **Treasurer** 1996\97
Kiwanis International Circle K Club **President** 1996\97
National Vocational\Technical Honor Society 1997
Who's Who Among Students in American Junior Colleges 1997
Kiwanis International Circle K Club **Second Vice-president** 1995\96
National Dean's List 1995
National Honors Society 1975-76

REFERENCES

Available upon request.