

MATTHEW A. NAYLOR

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Objective: *To secure a position in the information technology field where my problem-solving and leadership abilities can be maximized.*

Education: **Juniata College** (May 2009)
BA: Liberal Arts [GPA 3.4]
Major: **INFORMATION TECHNOLOGY**

Computer Skills: **Windows Server Operating Systems, Linux/Unix Server Operating Systems, MacOS X Server Operating Systems, Windows Server Administrative Tools, Apache Web Software, Symantec Ghost Corporate, TrackIT! Ticket Management Software, Symantec Veritas Data Center Software, VMWare Infrastructure Enterprise and Zenoss Network Monitoring Software**

Professional Experience:

CO-OWNER/FOUNDER/CHIEF EXECUTIVE OFFICER (2007-Present)
Juniata Computer LLP - Dillsburg, PA

- Develop quotations for customers and process invoices for sales
- Manage day-to-day fundamental operations of IT business
- Provide friendly customer service to business patrons
- Diagnose desktop, laptop, and server-related hardware and software issues
- Plan and supervise laptop purchase program each year for incoming students at Juniata College

STUDENT NETWORK/SERVER ADMINISTRATOR AND HELPDESK TECHNICIAN (2006-Present)
Juniata College Campus Technology Services Department - Huntingdon, PA

- Provide hardware and software support for the campus community
- Install and configure wireless access points and network switches
- Lead initiative to improve and strengthen wireless signals in residence halls
- Configure and maintain eighty servers (majority are Windows-based)
- Image computers to be deployed to faculty members
- Fine tune four Terminal Servers used for public lab access
- Develop strong managerial background by managing peers and departmental projects

MIS DEPARTMENT INTERN [PT/FT] (Summer 2006)
County of Adams Local Government Offices MIS Department - Gettysburg, PA

- Managed and problem-solved issues with document management system
- Rectified a variety of computer problems via phone and electronic mail
- Managed and maintained network equipment to prevent unauthorized entry
- Administered forty Windows 2003 Server and Citrix servers
- Kept information and paperwork secure and confidential in government environment

COMPUTER TECHNICIAN I [PT/FT] (January 2002-Sept. 2005)
Gettysburg College Computing Services Department - Gettysburg, PA

- Deployed and maintained over 3,500 faculty and student lab machines
- Provided service and support for 5,000 students on and off of campus
- Managed two large inventory systems storing inventory information for all equipment.
- Quickly fixed switch room and networking-related issues

TELECOMMUNICATIONS/INFRASTRUCTURE TECHNICIAN I [PT] (Sept. 2005-March 2006)
Drexel University IT Department - Philadelphia, PA

- Installed new phone lines and phones for students and faculty all across campus
- Problem-solved telephone and minor networking problems via phone and in person
- Created and printed customized work orders and invoices for departments
- Managed equipment inventory in large database system

**Leadership
Positions:**

- Juniata College Future Technology Professionals – President (2008-2009)
- Huntingdon County Chamber of Commerce – Tech. Committee Member (2007-2009)

**Special
Projects:**

- Took all four semesters of Cisco's CCNA preparation courses
- Aided Juniata College in upgrading and configuring Microsoft Exchange 2007
- Implemented clustered Terminal Services environment with a 2X thin client solution
- Excelled as project manager in the Innovations for Industry Class at Juniata College
- Led initiative to promote sustainability by building and implementing virtual environment using the VMWare Infrastructure Enterprise software suite