

KEITH W. HOLT  
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## OBJECTIVE

To work for a company where I can utilize my experience in network administration and solutions development to help achieve corporate goals and overcome technical obstacles.

## TECHNICAL SUMMARY

### Operating Systems:

Microsoft® Small Business Server 2000 - 4 Yrs. Exp.  
Including Microsoft Exchange Server 2000, Microsoft SQL 2000, Windows® 2000, & Microsoft Internet Security and Acceleration (ISA)  
Windows XP Professional - 3 Yrs. Exp.  
Windows 2000 - 5 Yrs. Exp.  
Windows 98/95 - 8 Yrs. Exp.  
Novell® NetWare - 9 Yrs. Exp.

### Software Applications:

WordPerfect® 4.2-10.0 - 12 Yrs. Exp.  
Paradox DOS & Windows - 10 Yrs. Exp.  
Microsoft Office Suite 95-2003 - 8 Yrs. Exp.  
FileMaker® Pro 3.0-6.0 - 8 Yrs. Exp.  
CorelDRAW® 5.0-10.0 - 8 Yrs. Exp.  
Microsoft FrontPage 98-2003 - 6 Yrs. Exp.  
Microsoft SharePoint Team Services - 2 Yrs. Exp.  
Symantec AntiVirus™ Corporate Edit. - 3 Yrs. Exp.

Participated in Windows XP, Office XP, Windows Server 2003, & Office 2003 Beta Programs

### Hardware & Networking:

CAT 5 Networking Standards • Hubs/Switches • Full Knowledge of All PC Hardware •  
Symantec Firewall Appliances • 802.11 Wireless Networking • TCP/IP • DNS • DHCP • WINS

## PROFESSIONAL SUMMARY

- Exceptional troubleshooting & diagnostic skills
- Strong decision making & problem solving skills
- Successful at prioritizing work & meeting deadlines
- Self-motivated; enjoys a challenge
- Highly organized & detail oriented
- Ability to see the big picture
- Sequential thinking skills - ability to define specific tasks & process them sequentially to achieve goals

## CAREER HIGHLIGHTS

As Director of Technology Services at the Center for Resource Management, Inc. (CRM), effectively eliminated the need for a full time technical support position by planning, budgeting, and implementing company-wide installation of Microsoft Windows XP Professional on all workstations and Microsoft Small Business Server 2000.

Coordinated and managed a group of internal technical professionals in the design, installation and testing of all network and telephone systems during a major corporate move to a new headquarters at the Pease International Tradeport, saving the company over \$30K in wiring costs.

Developed the Emphasis System to support the Standards-Based Learning for All (SLA) Program. The SLA Program provides schools with a software-supported process utilizing the Emphasis System, tools, and strategies to implement an instructional program based on state curriculum standards for learning.

**CAREER HIGHLIGHTS (continued)**

As CRM Project Manager, assisted New Hampshire schools & districts wire "the last mile" by establishing, coordinating and acting as technical contact for Net-day events. This program established teams within several NH school districts to assist in the installation of network wiring and network servers to support teaching and learning. Member of Technology Committees in both Raymond, NH and SAU 21 (Hampton, NH) acting as Technology Expert. These committees were critical in defining district-wide technology goals and helping to procure funding to support technology and technology education across the district.

Through a state-wide contract, developed the Self-Assessment System software for the New Hampshire Department of Health and Human Services (DHHS). This software tool provided centers throughout the state with the means to track and evaluate the effectiveness of the services being provided.

As Project Manager for the Socrates system, conceptualized the development of the Socrates Data Web, a customized web portal for distributing client reports, specialized resources and communication links. Also developed an add-on product for monitoring client work status used by internal staff and clients to communicate project status, milestones and areas of improvement to meet project goals and expectations.

**EMPLOYMENT HISTORY**

Center for Resource Management, Inc.	Portsmouth, NH
Director of Technology Services - January 1998 to Present	
Project Manager - January 1996 to December 1997	
Technical/Data Specialist - June 1993 to December 1995	
Interstate Media	Dover, NH
Owner/Operator - January 1991 to June 1993	
Momma D's Casa di Pasta	Portsmouth, NH
Food & Beverage Manager - January 1988 to June 1993	
Prep/Line Cook - February 1985 to January 1988	

**EDUCATION**

Micro C Training Center, Microsoft Certified System Engineer (MCSE) Track - 1999

A.A.S. Thompson School of Applied Sciences, University of New Hampshire, Applied Business Management Program - 1991

University of New Hampshire, Continuing Education Program 1989-1990

**ACHIEVEMENTS / OTHER INTERESTS**

Graduated Presidential Scholar, magna cum laude  
Principle Trombone, Portsmouth Brassworks Brass Quintet