

# Jason Sojka

## Network and Computer Systems Manager at MSI Mold Builders

Windows Server 2003 and 2008 r2 Windows XP, Vista and 7, 8  
and 10 Ubuntu Server 14.04 LTS VmWare ESXi 4.1, 5.1 & 6.0

Veeam Backup & Replication Exchange 2003 and 2010

Watchguard UTM Firewalls Spiceworks Helpdesk and

network monitoring Windows Server Update Services

Microsoft Visual Web Developer Wordpress PHP MS-SQL

MYSQL TCP/IP Networking Active Directory Photoshop CS3

Specialties: Fast Learner, Problem Solver.

Email:

[jsojka@msimoldbuilders.com](mailto:jsojka@msimoldbuilders.com)

### EXPERIENCE

#### MSI Mold Builders

NOVEMBER 2013 - PRESENT (2

YEARS 11 MONTHS)

##### Network and Computer Systems Manager

- Administration and technical support of computer systems, software and data communications including client or desktop platforms, related peripheral devices and applications.
- Maintain the effectiveness, availability, reliability and security of MSI's computer network infrastructure, physical environment and operating conditions, to ensure adequate performance, adequate backup, security and environmental control to detect and investigate failures and deficiencies, and develop and execute plans for correction.
- Keep informed of laws and regulations regarding the use and misuse of technology insuring that MSI is in compliance both as an entity and how our employees use our technology.
- Research, evaluation, selection, acquisition and assistance in the acquisition and/or development of software, and the associated training and procedures to support MSI's computing environment.
- Installation and deployment of new software and hardware throughout MSI for new hires and existing employees.
- Configuration of Network server to desktop and Email Server to desktop such as adding new employee profiles, groups etc.
- Administration of phone system and oversight of cell phones, data phones, iPads, portable computers and other tech devices that support the overall goals and efficiency of MSI's organization.
- Keeping abreast of emerging technologies and making recommendations regarding those technologies that would either compliment or enhance MSI's ability to better serve our customers and improve efficiencies throughout the organization.
- Develop and maintain a comprehensive plan for the upgrade and replacement of computers and software.
- Provide end user support to our network users so that minor issues and problems do not become losses of productive time.
- Provide weekend and night-shift support when required
- Ordering of supplies, software, and hardware as needed or requisitioned.

#### MSI Mold Builders

JUNE 1997 - NOVEMBER 2013 (16

YEARS 6 MONTHS)

##### IT Administrator

- Daily administration and technical support of computer systems including client or desktop platforms, related peripheral devices and applications.
- Monitoring and managing of LAN and WAN connections.
- Responsible for installation of new software and hardware throughout MSI, quality control and deployment of new computers for new hires and existing employees.
- Configuration of Network server

to desktop and Email Server to desktop such as adding new employee profiles, backup tape administration, etc. • Assistance to Technology Services Manager in implementing and developing manual and computer-based support systems within IT department as part of overall organizational effort. • Will work with Technology Services Manager and external vendors to maintain the effectiveness, availability, reliability and security of MSI and infrastructure physical environment and operating conditions, to ensure adequate performance, security and environmental control to detect and investigate failures and deficiencies, and develop and execute plans to correct these and /or escalate problems as appropriate. • Provide end user support to our network users so that minor issues and problems do not become losses of productive time. • Assist Technology Manager with research, evaluation, selection, acquisition and/or develop software, procedures, and training as required in an effort to provide support to the MSI computing environment. • Ordering of supplies, software, and hardware as needed or directed by Technology Services Manager.

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## EDUCATION

**Kirkwood Community College**  
**Associates, LAN Administration,**

1999 - 2001

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**Prairie High School**

Interests New Technology, Biking, Hiking, Boating

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1995 - 1999

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## LANGUAGES

**English**

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## SKILLS

Active Directory, Windows, IT Operations, VMware, Firewalls, Microsoft Exchange, Ubuntu, Windows Server, XP, Networking, TCP/IP, VMware ESX, Windows XP, Help Desk Support, Database Administration, Web Design, Microsoft SQL Server, Information Technology, Backup Exec, Problem Solving, Website Development, Continuous Improvement

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## RECOMMENDATIONS

**Toby Bral**

**Worked With Jason At Msi Mold Builders**

Jason is a very valuable member of our team at MSI. He is very knowledgeable in all areas of technology that I have worked with him in. He has done an excellent job creating web pages, online database systems, and handling our network and backup requirements. I would recommend him for any I.T. issues or questions that you would have.

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**Doug Merrill**

**Worked With Jason At Msi Mold Builders**

It is with great honor that I can offer a recommendation for Jason as he has resolved all of my I.T. issues in a very thorough, professional manner while ensuring that the

solution provided will prohibit the issue in the future. He participates within and monitors many different aspects in the I.T. arena to keep abreast of what is transpiring in the ever-changing world of information technology while also exhibiting and demonstrating those newly acquired principles in his daily role and activities; thus, proving to be a valuable asset to his peers and his employer.

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