

# ROBERT CLARK

1818 S Talbott Pl, Waynesboro, VA 22980

540-470-0464

robclark@robclark.com

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## MANAGER – INFORMATION TECHNOLOGY

*Systems Design Planning and Integration*

Skilled Professional with more than fifteen years experience in the technology field and eight years in manufacturing / engineering environments, including serving as Computer Systems Engineer for Valley Precision, Inc. a multi-million dollar manufacturing company. Strong leadership, communication, and organizational skills. Proven ability to implement technology-based solutions for business problems. Developed policies and procedures for cost reduction and improved methods.

## COMPUTER SKILLS

- **Operating Systems:** MS-DOS, Windows 3.1, 95, 98, NT 4.0, Windows 2000, Windows XP/Vista/7
- **Networking:** LAN, TCP/IP, WINS, DHCP, DNS, Active Directory, DSL, Fax Server.
- **Network Application Software:** Microsoft Server 2000 & 2003, Microsoft Small Business Server, Exchange Server 5.5, 2000 & 2003, Microsoft ISA Server 2000 & 2003, OWA, Symantec Backupexec.
- **Hardware:** IBM, Dell, Hewlett Packard, Compaq.
- **Programming Languages:** Visual Basic, Access, Crystal Reports, ODBC.
- **Web:** IIS, FrontPage, Dreamweaver, Fireworks.
- **Desktop Application Software:** MS Word, Excel, Access, Outlook, PowerPoint, Project, Visio, JobBOSS (manufacturing control software), Abra Payroll, GE Desktop EDI, AutoCAD, Pro/Engineer, SmartCAM, FeatureCAM, Grizzly DNC, Peachtree Accounting.
- **Certifications:** MCSE +Security

## PROFESSIONAL EXPERIENCE

VITA/Northrop Grumman 2008-Present  
*Working for Northrop Grumman's Virginia Information Technology Agency (VITA) Program, which is a 10 year, \$2B program, responsible for providing end-to-end IT Infrastructure to the Commonwealth of Virginia.*

### **System Administrator/Network Engineer**

- Provide network and server support to multiple agencies.
- Able to diagnose and resolve complex problems involving servers and network infrastructure.

CONTRACT 2005-2008  
*Working with various companies on a contract basis providing basic to advanced computer and network support.*

### **Contract Network Administration**

- Provide network support to multiple agencies in the form of system upgrades, architecture implementation and site surveys.
- Able to support multiple companies with time sensitive support.

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## PROFESSIONAL EXPERIENCE

(Continued)

NTC, INC., Harrisonburg, Virginia 2004-2005  
*A local telecommunications company providing quality telephone, cable and high speed networking services to off-campus housing communities in major cities from Maryland to Florida.*

### **Computer Network Administrator**

- Oversee company's information systems reporting to Company President, supporting multi-platform, multi-location infrastructure.
- Improved uptime and service capability by streamlining in place technologies to maximize system performance.

VALLEY PRECISION, INC., Waynesboro, Virginia 1995-2004  
*A local manufacturing company providing quality precision sheetmetal and machined parts to such companies as General Electric, DuPont and Biotage in Virginia.*

### **Computer Systems Engineer**

- Oversee company's information systems reporting to Company President, supporting single-platform, single-location infrastructure.
- Improved company operations by installing computers systems to automate accounts payable operations.
- Reduced errors and paper load by installing Peachtree Accounting and training office personnel on the use to integrate AP, AR, GL and Payroll.
- Improved company operations by installing Microsoft Small Business Server and adding Email, Internet and fax capability to the company infrastructure.
- Improved efficiency and reduced costs of manufacturing by evaluating and installing manufacturing control software used to improve the flow of jobs through the manufacturing process.

CRUTCHFIELD CORPORATION, Charlottesville, Virginia 1993-1995  
*A mail-order home audio and electronics company with two retail locations in central Virginia.*

### **Computer Department Manager, Harrisonburg, Virginia Retail Outlet**

- Train Salesman on the use, operation and sales of retail computers
- Established pricing levels for computer equipment
- Sales of computer systems and components to personal and business consumers
- Configure purchased equipment to customer specifications
- Worked in assistant managerial position

MOUNTAIN MICRO, INC., Charlottesville, Virginia 1993-1993  
*A local retail computer sales company.*

### **Purchasing Manager**

- Order computer products for three separate store fronts
- Research and evaluate new products
- Systems configuration
- Systems repair

TECHNOLOGY EXPRESS, INC., Nashville, Tennessee 1990-1991  
*A local retail computer sales company.*

### **Corporate Sales**

- Personal Computer Sales
- Technical Support
- Computer Technician
- Customer Training