

**Allison Nunn**  
info@allisonnunn.com

## TECHNICAL SKILLS

- **Desktop Software:** MS Office, MS Visio, MS Project, MS FrontPage, Adobe Photoshop, Adobe PageMaker
- **Operating Systems:** MS-DOS, Novell Netware 5.1, Novell Netware 6.5, Windows NT, Windows 2000
- **Networking:** LAN, WAN, TCP/IP, DNS, DHCP, WINS, DSL, T1, Fax Server
- **Enterprise Software:** Timberline, Lotus Notes, GroupWise

## PROFESSIONAL EXPERIENCE

### Independent Consultant, 2005-Present

- Contracted to research, plan and install a wireless and wired network camera and two construction sites.
- Designed and setup satellite office connected to the main office, including all office and technology equipment, wiring and installation.
- Planned and coordinated the installation of several flat panel plasma TV's. Installation was comprised of cabling the TV's to a computer, DVD player, VCR, and cable services.
- Provide phone and email support for satellite office. Support includes resolving software issues, connectivity problems, training, and office equipment.
- Designed and developed a web site for national residential real estate firm.
- Responsible the maintenance of the corporate web site for a commercial and residential real estate development company.

### Leggat McCall Properties, Boston, MA

#### IS Manager, 2000-2004

- Accountable for day-to-day operations of the company IT infrastructure including networks, servers, phone system, peripherals and office equipment.
- Created and maintained documentation for system configurations and procedures.
- Designed LAN, phone system and voicemail structure including vendor and telecommunications service provider selection.
- Developed plan the wiring for the office including designing computer room. Provided project management for the installation of all cabling for voice and data.
- Provided training to end users in the use of technology within the company. Included training for using software, office and telecommunications equipment.
- Researched and developed operating budget for IT department and office equipment expenditures.
- Managed all mobile phone services including end user support, device management and vendor relations.
- Created and maintained the company web site.

#### Network Administrator, 1996-2000

- Responsible for network support services including network installation and configuration hardware troubleshooting, company-wide virus protection and security management, and backup management.
- Installed, configured and monitored Novell BorderManager as a firewall server.
- Participated in the migration of cc:Mail to Lotus Notes.
- Upgraded network operating system to Novell Netware 5.1, including installation of new server and migration of all data.

#### Software Support Specialist, 1994-1996

- Supported, mainly via phone support, over 100 users located across seven offices with the use of company approved software.
- Participated in the installation and deployment of cc:Mail company wide.

## EDUCATION

MS Information Systems, University of Maryland, Baltimore County, Baltimore, MD 2003

BS Computer Engineering Technology, Wentworth Institute of Technology, Boston, MA 1994

Professional Certificate in Technical Communications, Wentworth Institute of Technology, Boston, MA, 1994