Leisa J. Zuccolotto

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EDUCATION

COLLEGE: *Western Governors University*
August 2008 – January 2014
Bachelor of Science degree in Information Technology with a minor in Security

HIGH SCHOOL: *Greater Johnstown Vocational Technical School*
Graduated in 1979
Business Diploma

POST SECONDARY: *Greater Johnstown Vocational Technical School*
June 1984 - December 1985
Associate Equivalency Degree in Information Technology

ADDITIONAL: *Saint Francis College June 1993 - March 1994 Accounting 1 & 2*
CCACC - September 1996 - Present Novell Admin 1 & 2
Local Area Networks, Novell Install 1 & 2, Algebra, Psychology, Web Server Design
CISCO Academy – Completion of CCNA Orientation, CCNA 1 – Networking Basics, CCNA 2 – Routers and Routing Basics, CCNA3 – Switching and Switching Basics, and CCNA4 – WAN Technology Instructor training courses, Completion of Cisco Security instructor training
Security Information Assurance (SIA) training

WORK EXPERIENCE

Pennslyvania Highlands Community College – 101 Community College Way, Johnstown, Pa 15904
Dates of Employment: *August 2002- Present*
Title: *Instructor of Computer Information and Communications Technology*
Responsibilities: Instructor of computer networking classes including: Microcomputer Applications, Theory of Computing, Local Area Networks, Linux Operating System, Windows Server Management, Network Security, TCP/IP Connectivity and Troubleshooting, Cisco Academy courses, and others.
Student advising
Cisco Academy Administrator and certified Instructor
CompTIA partnership Administrator

Specialty Castings
Dates of Employment: January 2003 – January 2006
Title: *IT Consultant*
Responsibilities: Same as Johnstown Corporation

Greater Johnstown Career and Technology Center
Dates of Employment: *January 2005- 2006*
Title: *Instructor CISCO Academy – CCNA 1*
Responsibilities: Instructor of CISCO Academy CCNA 1

Johnstown Corporation - 545 Central Avenue, Johnstown, PA 15902
Dates of Employment: *December 25, 1985 – August 2002*
Title: *M.I.S. Area Manager*
Responsibilities: *Provide PC and network support for management information requirements.*
Manage all phases of systems, from capital expenditures, budgets, and evaluation of new software including personnel management.
Network Administrator of Novell 3.2 and SCO UNIX network, including installation of new software and patches, purging of servers, e-mail system implementation, maintenance, backup strategies, system security and documentation.
Install, troubleshoot, repair and configure PC's for network and individual use.
Install, troubleshoot, and configure networking components including cabling, hubs, switches, and network interface cards.
Evaluate individual needs and provide needed software, programming, training or hardware.
Train users to become self-sustaining and proficient in using hardware and software.
Evaluate and simplify information flow paths, thereby increasing efficiency.
Work towards an integration of business information activities.
Database Administrator of Progress SYMIX database system.
Installed and administer Pegasus E-mail system using Mercury Mail Server to upload/download mail through Internet connection.
Continuing support of implemented modules of SYMIX including Accounts Receivable/Payable, General Ledger, Order Entry, Inventory Control, Shipping, Human Resources and partial Shop Floor Control. I have also created numerous databases including an estimating scheduling system using Approach97.

Greater Johnstown Vocational –Technical School - 445 Schoolhouse Road, Johnstown, PA 15904
Dates of Employment: *1990 - 1992*
Title: *Instructor of Computer Literacy*
Responsibilities: *Instructor for continuing adult education in introduction to computers including DOS, word processing and spreadsheet software and BASIC language programming.*

QUALIFICATIONS

CERTIFICATIONS: *Novell 5.1 and 6.0 CAN and CNE, CompTIA A+, Network+, Project+, Security+, MCPx3, IBM DB2 DBU, CIW x 6, Cisco Academy Instructor for CCNA and Security*
HARDWARE: *IBM and compatible PCs, IBM S34 mainframe, Servers, Epson and HP Laser Printers, numerous hubs, switches, NIC's, cabling and routers.*
OPERATING SYSTEMS/NETWORKS: *DOS 6.3, Windows 3.11 to present, SCO UNIX 5 3.2, Novell NetWare v3.2, Netware 5.1, Microsoft Server to present, Linux.*
LANGUAGES: *COBOL, RPGII, BASIC, 4GL Progress 6.2, SQL, C++, Visual Basic, JavaScript*