

Rebecca A. Summerford

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SUMMARY

Broad skills accentuated by a strong background in systems, networking and user support. Experience with Novell NetWare and Microsoft Windows NT in multi platform environments.

Skills

Microsoft Windows 3.x & 95
Microsoft Windows NT 4.0
Novell NetWare 3.x & 4.x
CD-ROM Networking
Microsoft Office Suite
Corel Word Perfect Suite
WWW Site Development
HTML

Education

MA in English
University of Virginia, 1987
BA in English
Wesleyan University, 1985
Teacher certification in
English and French
*Connecticut State Department of
Education, 1985*

Microsoft Official Curriculum Courses

Supporting Microsoft
Windows 95,
Supporting Microsoft
Windows NT 4.0,
Supporting Microsoft
Windows NT Server 4.0 -
Enterprise Technologies
*The Computer Solutions Center,
1997*

Other Training

UVA Training of Technical
Trainers Certification
University of Virginia, 1997
SGML Training
University of Virginia, 1993

EXPERIENCE

Computer Systems Senior Engineer 1997

University of Virginia, Charlottesville, Virginia

- Served as Implementation Coordinator for Departmental Computing Support in the Department of Information Technology and Communication
- Performed technology assessments for UVA departments
- Developed and implemented departmental technology plans
- Created and maintained online support resources for UVA technical staff, including website and networked CD-ROMs
- Taught introductory Internet and World Wide Web classes
- Provided technical assistance to University-wide group of technical support personnel

Programmer Analyst Senior 1995-1997

University of Virginia, Charlottesville, Virginia

- Served as network administrator for the UVA Libraries
- Maintained Novell NetWare servers, Optinet and Microtest CD-ROM servers and approximately 350 client workstations
- Configured and maintained electronic classrooms
- Trained and evaluated Library Computer Resource Group members; maintained group website

Programmer Analyst 1994-1995

University of Virginia, Charlottesville, Virginia

- Served as computer support resource for the UVA Libraries
- Developed database for tracking Library Technology Services support requests and orders
- Provided training for Library Computer Resource Group
- Trained and supervised student employees

Library Assistant 1987-1994

University of Virginia, Charlottesville, Virginia

- Served as technical support resource for the Alderman Library Collection Development Department
- Wrote systems documents for library staff and patron use
- Participated in development of the Library Computer Resource Group
- Completed special projects in collections development research, analysis and organization

Translator/Abstractor 1988-1993

Institute of Textile Technology, Charlottesville, Virginia

- Translated French, Italian and Spanish technical articles for industry and trade use
- Abstracted French, Italian, and Spanish technical articles for publication in the *Textile Technology Digest*