

## **Kathryn P. Ashton**

3581 Sherbrooke Dr • Lake Ridge, VA 22192 • (703) 607-6339 • ashtonk@jtfcno.ia.mil

### **OBJECTIVE**

To further my education while obtaining experience in the computer industry. I hope to gain a permanent position within a secure company that promotes growth within.

### **SECURITY CLEARANCE**

Interim Top Secret SCI

Concurrent 2 year Secret Access

### **SUMMARY**

- Very Attentive to detail
- Team player, with the ability to deal with people of all ranks and status with professionalism
- Capable of Multi-tasking
- Highly computer literate

### **SOFTWARE EXPERIENCE**

Citrix, DSAMS, Lotus Notes, MS Office 97/2000, Windows 98/2000/NT 4, Heat, Crystal Reports, Symantec Ghost, Netscape, Internet Explorer, NT Toolbox, Norton, MS Project, Adobe Acrobat Reader/Writer, Time & Attendance, PKI , MS Exchange

October 2002 - Present - AnviCom, Incorporated

#### Network Administrator

Performed the basic Helpdesk/Network Administrator tasks at Defense Information Systems Agency such as installing, configuring, upgrading, and training users and their accounts.

- Successfully completed PKI training
- Capable of imaging and installing new PC's.
- Administrate Exchange Accounts
- Learned the names and locations of the customers.

June 2001 – October 2002 - **RG II Technologies, Inc.**

#### Helpdesk Analyst

Worked as an onsite specialist for 250 users as a contractor at the Defense Security Cooperation Agency.

- Responsible for hardware repair and software installation, configuration, and upgrade of all user computer and laptop systems.
- Configured users and workstations for network connectivity, and maintained user accounts on both the classified and unclassified sides of the network.
- Created and installed Ghost images on removable hard drives for government operating systems.
- Performed basic network administration duties such as assigning and maintaining passwords, create and maintain shared folders, and data archiving activities.
- Duties also required that I provided user training for various workstation applications

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### **EDUCATION**

5/1999                      NoVA CC

Associate Degree – Liberal Science

General Studies Degree with computer electives. (Programming, Internet, and Windows Software)

1/2003 to Present        Strayer University

Currently working on a Bachelor of Science Degree in Computer Networking

### **PROFESSIONAL TRAINING**

3/2001                      Ameritrain        Tyson's Corner, VA

A+/Net+ Certification

Currently working on MCSE certification

Heat Database Administration Certification

PKI Training

### **REFERENCES**

Juan B. Giusti

Information Systems Analyst

Applied Information Sciences, Inc

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