

IT System Administrator

Main tasks

SOFTWARE'S & HARDWARE

- ✓ IT Administration & support: servers, network, computers, patch panel, storage
- ✓ Preparing the "Disaster Recovery Plan" & "Business Continuity Plan"
- ✓ Install, migration and update by deployment
- ✓ Development of intranet & public websites (CMS)
- ✓ SQL Database management: query & mass mailing (for marketing dept.)

TELECOM & VIRTUAL MACHINE

- ✓ Virtualization of servers & workstations (VHD / ESX)
- ✓ Connection patch panel data & telecom (RJ cable & fiber)
- ✓ Management of phone exchange (PABX Meridian / Ascotel)

MANAGEMENT & PROJECTS

- ✓ Management of projects, budget and small teams
- ✓ Facility manager of all resources (lifecycle)
- ✓ Management of a project of files naming plan: rename more than 15.000 files
- ✓ Responsible for the implementation of new siege & assistance for IT relocation
- ✓ Managing software, licenses and agreements
- ✓ Team leader

FINANCE

- ✓ Preparing call of tenders: Electronic Doc. record management system (EDRMS)
- ✓ Managing international call of tenders for IT hardware, software and services
- ✓ General accounting

Employers

- 2017 [European Commission DG informatics](#) Unit: DIGIT.A
Sector : European institutions Function: Single Person of Contact
- 2013 [European Commission DG informatics](#) Unit: DIGIT.C.6.005
Sector : European institutions Function: IT system Admin. - Technical writer
- 2012 [BXL Services – Urban Age](#)
Sector : Real estate Function: IT System Admin. - Project Manager
- 2009 [European Commission - DG information Society](#)
- 2010 [European Agency for Competitiveness & Innovation](#)
Sector : European institutions Function: Graphical & Web designer - Publisher
- 2005 [European Commission – Joint Research Cente](#) (Italy)
Sector : European institution – Directorate of Ispra site (Italy)
Function: Local IT System admin.
- 1998 [Keytradebank](#) & [Van Moer Santerre](#)
Sector: Finance Function: IT Sys. Admin. – Graph/Web design
- 1995 [DB Associates](#) (AOS Group)
Sector: Consulting Architecture – Audit – relocation – Facility management
Function: **IT Support** & consultant
- 1994 [Belgico - BelgoCAD](#)
Sector: Construction Function: IT & project manager
- 1991 to 1993 Several interim missions as CAD Designer & Project Manager from.
[Biotim](#) - [Marcq & Roba](#) - [Air Consult](#) - [Reynolds Aluminum](#)

Training

- 2017 Master "Information Security Management Education" (Solvay business school)
Lead & animate your team (European School of Administration)
Project Management PM² (Cap Gemini)
- 2017 ITIL v3 - Clear writing - Speed reading
- 2014 Training ComptTIA+ Security+ Network+ (IT University)
- 2012 Dutch: intermediate level (30 hours) Berlitz
- 2011 Training "**System Administrator**" Microsoft **MCITP** Server Administrator.
✓ Certification **Windows Server 2008 R2** (70-640 / 642 / 646).
✓ Certification **Windows 7** (70-680).
✓ Certification **Exchange Server 2010** (70-662).
- 2008 Dreamweaver, Photoshop, Illustrator, MS Office, English / Italian: adv. level
- 2001 Microsoft MCSE NT4 Administrator.

Tech. Skills

Software's

Windows 2008R2

- ✓ Training [6425A](#) + certification [70-640](#)
- ✓ Training [6435A](#) + certification [70-642](#)
- ✓ Training [6430A](#) + certification [70-646](#)

Windows 7

- ✓ Training [50321a](#) + certification [70-680](#)

Windows 10

- ✓ Training [20697](#)

Exchange 2010

- ✓ Training [10135A](#) + certification [70-662](#)

Operating Systems

- ✓ Desktop : Windows XP -> 10
- ✓ Server : Windows NT -> 2008R2 & 2012
- ✓ Network : patch panel, SAN, NAS, IP device

Virtual Machine

- ✓ VM Ware Workstation, vSphere, vCenter...
- ✓ HyperV – Citrix Xen App 6.5

Documents sharing

- ✓ SharePoint 2013

Remote access

- ✓ VPN, Direct Access, LanDesk, Teamviewer.

Database & e-Mail

- ✓ SQL server, Access, Exchange server

Security & back-up

- ✓ Veritas backup, Get back data, ...
- ✓ McAfee, Bit Defender, G Data, Kerberos...

Web dev.

- ✓ Dreamweaver, Jumla, Cordis, Drupal ...

Publishing

- ✓ MS Office, Star Office, InDesign.

Hardware

Network

- ✓ Patch panel, RJ45 / fiber, Wi-Fi

Computer

- ✓ Setup, upgrade desktop & server

Languages

- ✓ French : mother tongue level C2
- ✓ English : good level C1
- ✓ Italian : good level C1
- ✓ Dutch : intermediate level A2

Hobbies

- ✓ IT support: hardware / software / network
- ✓ Website creation & illustration
- ✓ Photo and video reporting + post prod.
- ✓ Travel & event management
- ✓ Architectural drawings 2D / 3D rendering
- ✓ Volunteer Red Cross
- ✓ Squash, bowling, diving, ...
- ✓ Reservist in army since 1999 (7days / year)

PS: recommendation letters, presentation, résumé, certificates and my portfolio of works are available on www.vantongelen.be/it



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Microsoft
CERTIFIED

Technology
Specialist

LinkedIn

