

Paul McManus
MCSE, CCNA, CTT, A+, Server+, Linux+, HIT
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Professional Profile

Worked twenty years as a high level IT/IS technician, advanced trainer and corporate administrator. Implemented, configured and maintained facilities that contained desktop PCs, servers and connecting devices; utilized Windows and UNIX based operating systems. Coordinated voice and video capabilities to individuals with health issues; utilized remote access technologies such as Skype, iChat and web conferencing services. Ten years as Controller and System Administrator established management and leadership experience.

Employment

1999 to 2011

Cisco Academy and Programming Instructor, Capistrano-Laguna Beach ROP

- Train 1000's of students in all aspects of Information Technology
- Create Programming Tools and Networking Communication and IS/IT Courses
- Demonstrate high tech labs in programming and telecommunications
- Implement on line Course Management software for various classes
- Maintain, update and repair computer laboratory with over 30 computers
- Administer Windows and Linux servers - DNS, DHCP, Web, AD, MySQL
- Install, configure, update and monitor Ipcop firewall
- Attend conferences relating to technology and education

1990 to 1999

Controller/System Administrator, Wave St. Reprographics, Irvine, California

- Implemented and maintained LANs and WANs for 10 stores
- Trained office staff on accounting software –MAS90
- Supervised Hiring, evaluation and training of staff - over 100 co-workers
- Coordinated transition from manual accounting systems to electronic systems
- Computed sales taxes for submission to the State Board of Equalization
- Succeeded in automating payroll and submission to payroll service
- Budgeted and accounted a revenue of over 2 million dollars a month
- Interfaced with CPA on end of month closing statements

Other Skills

- Background in Health Information Technology, HIPAA, EMR, EHR
- Web Programming: HTML, XML, CSS, JavaScript, PHP, MySQL, .NET
- Extensive experience with all versions of MS Office
- Experience with Photoshop and The Gimp graphic software
- Advanced skills in accounting software MAS90 and Great Plains
- Back-Office/Accounting management – maintained and trained office staff of 6
- Full-charge Accounting – AP, AR, POS, IM and General Ledger
- Administered payroll & employee benefit programs of over 100 co-workers

Education

- BA, UC Irvine CA
- Certified Technical Trainer
- A+, Network+, Server+, and Linux+ CompTia Certified
- Member of Comptia
- Microsoft Certified Systems Engineer
- Cisco Certified Network Administrator
- Supervision and Coordination Certificate, University of San Diego
- Accounting Professional Degree, LTU, Irvine CA
- Certified HIT Implementation and Support Specialist