

# Adam Romanik, MSLS, BSED, MCSE, MCSA

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**Technology Skills:** Microsoft Office Suite 2000-2016, Windows 7,8, 10; Windows 2000, 2003, 2008, 2012, 2016 Server, Mac OS X, Microsoft Works, TCP/IP, Adobe Acrobat Reader, Internet Explorer, FrontPage, FTP, Remedy, Active Directory, Drivers, IP Addressing, Subnetting, HTML, DNS, IIS, Microsoft Exchange, Linux, Smoothwall, DHCP, ZFTP Server, MailEnable, Plesk Hosting Platform, Cisco switches and routers, Telnet, SSH, Nagios, Cacti, Adobe Photoshop, VPN, WANS, LANS, Wireless, Laptops, Dell & HP Servers/Desktops, Hubs, Switches, Routers, SMTP, Remote Access, Firewalls, Microsoft Small Business Retail Management, VmWare Server, VmWare ESXi, Oracle Virtual Box, Routing, CSS, Adobe Photoshop, Javascript, ASP, HTML, LexiFile, Winnebago & Follett Library Automation Software, Drupal, PHP, MARCedit, Metadata, ContentDM, WordPress, Polaris

## Professional Experience:

Clarion University

January 2017-Present

Adjunct Library Science Instructor

- Taught Library Science classes online
- Created all classroom materials including Syllabus, classroom activities, midterm, final exam and projects
- Interacted with students in online D2L environment

Harford County Public Library

June 2014-Present

Virtual Services Manager

- Assisted with Polaris ILS settings and upgrades
- Supervised the ILS Librarian and Web Designer and completed employee evaluations
- Used Adobe Photoshop, Notepad++, php and html to update and maintain the library's web site
- Created a new library web site using PHP, CSS and MySQL
- Added computers, users and devices to Active Directory
- Managed Active Directory Group Policies and settings
- Assisted users with presentations including setting up LCD projectors
- Setup and configured Dell and HP servers
- Setup and configured Microsoft Server 2012 servers for Web and VPN services.
- Configured IIS for hosting multiple web sites as well as application and database support using PHP, MySQL and .Net
- Used VmWare converter to convert physical servers to virtual machine images and converted VmWare files to Microsoft Hyper-V files and upgraded server operating systems to Windows Server 2012
- Setup and maintained backups and restores for virtual servers.
- Maintained, setup and troubleshoot Linux servers
- Troubleshoot Windows server 2012, 2008 and 2003.
- Helped develop library web app and other electronic resources.
- Used web content systems such as WordPress to develop Intranet & Internet sites.
- Met with content teams to create and develop and update web content.
- Setup widgets to display library event content.

- Attended regional and national conferences such as LITA forum.
- Setup MySQL server and used MyPHPAdmin to administer databases.
- Attended Webinars on a variety of topics including eBooks, Library apps and digital content
- Setup and used Google Analytics & Statcounter.com to track web site usage and statistics
- Created and implemented new employee Intranet portal using WordPress with Active Directory authentication and many other widgets to include external content
- Met with ILS team, Materials management, marketing committee and other teams to assist with new products and services offerings to library users.
- Created trainings for both library staff and patrons on using technology.
- Created professional graphics using open source editor Gimp.
- Setup and configured Moodle and other applications with Active Directory integration.

Self-Employed-Computer Solutions for Less  
Owner/Technician

March 2006-Present

- Hosted the computersolutionsforless.com Active Directory Integrated Domain, DNS & Exchange Server 2003 environment.
- Configured a Linux Firewall with NAT and TCP/IP port filtering.
- Traveled to client sites to update, maintain, and troubleshoot pc issues, remove spyware & viruses, configure IBM & Dell Servers, perform software installations, and setup both wired and wireless LANs.
- Setup Active Directory domains with DNS, DHCP, RRAS using both Windows 2000, 2003 and 2008 server for allowing employees VPN and remote desktop access from remote locations.
- Setup Exchange email server to host multiple domain email addresses and used Active Directory to add accounts and email addresses.
- Purchased and setup Dell servers for clients with RAID 0, 1 and 5 configurations.
- Configured Exchange to work with Microsoft Outlook to allow for calendar sharing and Outlook Web Access.
- Created, ran and repaired Cat 5 cables.
- Upgraded hardware such as memory, hard drives and DVD drives in clients' computers.
- Installed and configured operating systems, antivirus, firewalls, and Windows updates.
- Hosted over twenty web sites using Windows 2000 Server using IIS 5 and Windows 2003 server using IIS 6 including the computersolutionsforless.com site.
- Implemented group policies for desktop and user settings.
- Implemented a RAID-5 configuration with daily backup.
- Configured RRAS and remote access policies for working remotely.
- Setup and configured DHCP to automate IP addressing for client computers.
- Used VMWare converter to convert old physical servers into virtual machines and to backup servers on a regular basis.
- Hosted clients email using the MailEnable server program.
- Designed web sites for customers using Microsoft Frontpage, Adobe Photoshop, HTML, ASP, Javascript and CSS.
- Setup and hosted several WordPress sites for clients. Allowed clients to update their own content and pictures.

ITT Technical Institute  
Adjunct Computer Network Instructor

March 2015-September 2016

- Taught information technology classes
- Created lesson plans, classroom activities, tests, quizzes and labs

Temple University Harrisburg

October 2013-June 2014

LAN Technician

- Created Windows 7 and Windows 8 images using Symantec Ghost and reimaged old and new computers
- Troubleshot computer, printer and network issues
- Used Adobe Photoshop, Notepad++ and html to update and maintain the local campus web site
- Setup several WordPress sites to allow users to add and maintain content
- Added computers and devices to Active Directory
- Managed Active Directory OU for the Harrisburg campus
- Assisted users with presentations including setting up LCD projectors
- Setup and configured Dell servers
- Used VmWare converter to convert physical servers to virtual machine images
- Setup Fedora Linux and Virtual Box to run virtual machines
- Setup and troubleshot Webex and Telecom classroom issues

McCann School of Business & Technology

January 2012-October 2013

Adjunct Computer Network Instructor

- Taught Microsoft Active Directory, Server 2008, Security Plus, Management of Information, Linux+
- Created lesson plans, labs, tests and quizzes

Randstad/Technisource

June 2009-October 2013

Help Desk Team Lead

- Answered calls and emails.
- Utilized LANDesk and SCCM to help users configure browser, firewall, Microsoft Office and computer settings to access Internet/network applications.
- Used Remedy to document calls and emails.
- Created training materials and trained new employees on client specific material.
- Created and updated knowledgebase entries.
- Ran weekly and monthly metrics meetings with client in place of manager.
- Run daily reports and create metrics weekly slide show.
- Analyzed and reviewed agents' tickets.
- Supervised between 50-55 agents.
- Interviewed and helped with hiring of new service desk agents.
- Completed quarterly and annual reviews for agents.

Kaplan Career Institute

January 2008-June 2009

Adjunct Computer Network Instructor

- Taught the following classes: Windows 2000 Server, Windows 2003 Server, Network Protocols, Linux, and Microsoft Exchange 2003.
- Created daily lesson plans, activities, and labs.

PA Online

May 2008-October 2008

## Network Engineer

- Answered system tickets relating to email, web traffic and network data.
- Migrated over 200 web sites from IIS 5 to IIS 6 to a new automated hosting platform using Windows Server 2003.
- Setup both Windows and Linux Servers.
- Troubleshoot email issues with Microsoft Exchange.
- Troubleshoot issues with email SPAM messages.
- Maintained and added accounts in Active Directory and assigned permissions to shared drives.
- Used VMware to run virtual servers and VMWare converter to virtualize older server hardware.

## Intellimark/Technisource

Aug. 2004-June 2007

### Help Desk Professional

- Answered calls, emails, and chat sessions.
- Helped users configure browser, firewall, and computer settings to access Internet applications.
- Checked and corrected HTML in submissions.
- Helped callers check for spy ware and viruses.
- Used Remedy to document calls, chats and emails.

## West Perry School District

Sept. 2001-June 2003

### Middle School Library Media Specialist & Building Technology Coordinator

- Automated the library collection and created a networked online catalog.
- Used Microsoft Office products to enhance learning.
- Purchased new materials and promoted them to staff and students.
- Collaborated with teacher's lessons and units when bringing their students to the library for project research.
- Implemented a web site to help students with citation information, Internet searching, and Reference information and published a library newsletter for the staff.
- Setup several LANs and a Proxy server, repaired and maintained computers, printers and network hardware and Created and fixed Cat5 cables.
- Managed 25-30 student library helpers and managed and maintained the A/V equipment.
- Created and presented staff in-service trainings

## Immaculate Conception School

### School Librarian

Jan. 1999-Dec. 2000

- Taught students library skills.
- Automated the library collection and created a networked online catalog
- Purchased new materials and promoted them to staff and students.
- Managed several parent volunteers.
- Cataloged new items and weeded old items.

## **Volunteer Experience:**

### Keystone State Gay Rodeo Association

#### President

September 2015-Present

- Started the organization and put together an executive board

- Completed all paperwork necessary to start a new non-profit with the State of Pennsylvania
- Created and maintained the organization's web site and Facebook page
- Represented the organization at national conference
- Created fundraisers, advertising and social media campaigns for organization
- Conducted meetings both face to face and online
- Completed paperwork to file for 501c3 non-profit status
- Produced and sent monthly electronic newsletter

MCC of the Spirit

June 2005-March 2009

Technology Administrator

- Setup and maintained network, servers, PC's and printers
- Setup and configured Active Directory and DNS environment
- Created and maintained the web site and email
- Setup and troubleshoot wireless and Internet access

**Certifications:**

- MCSE 2000, MCSA 2000
- PA Teaching Certificate-Library Media Specialist K-12

**Education:**

University of Phoenix

Currently a Student

- Course work towards Masters of Information Systems
- Earned 6 graduate credits

Walden University

2014-2015

- Course work towards Masters of Information Systems
- Earned 16 graduate credits

Clarion University of Pennsylvania

December 2012

- Masters of Science in Library Science
- ALA Accredited Program

Computertraining.com

July 2004

- Attended the Microsoft and Cisco certification training class.

Clarion University of Pennsylvania

May 2001

- BSED, Library Science