

# Seth H. Bokelman

125 Oregon Road, Cedar Falls, Iowa 50615-5461

Tel: 519.504.1768 [bokelman@gmail.com](mailto:bokelman@gmail.com)

## PROFILE

An Information Technology professional with strong communication skills and a background including Microsoft Windows system administration, Active Directory, wireless networking, data protection, and providing desktop support in an academic environment.

## EXPERIENCE

### **Senior Systems Administrator, University of Northern Iowa, Cedar Falls, Iowa** **2006-Present**

Administered campus-wide Active Directory system. Developed budget and operated campus-wide tape backup system. Set up and managed Microsoft Virtual Servers as well as numerous Windows application servers. Assisted Network Manager in managing campus wireless network.

### **Systems Administrator, University of Northern Iowa, Cedar Falls, Iowa** **2003-2006**

Administered, developed, and implemented campus wireless networking within the Network Services division of UNI's Information Technology Services. Operated and administered Veritas NetBackup tape backup system, as well as several Windows-based servers and services, including antivirus and security update servers. Assisted Senior Systems Administrator in implementing and operating Active Directory and other Windows-based network services.

### **PC Support Specialist, University of Northern Iowa, Cedar Falls, Iowa** **2000-2003**

Provided technical support and assistance for faculty, students, and staff desktop computers in the College of Social & Behavioral Sciences. Implemented Active Directory to compliment existing Netware installation. Researched products and made purchasing recommendations to college administration. Administered Windows 2000 servers, documented and developed IT policies and procedures.

### **Computer Support Specialist, University of Northern Iowa, Cedar Falls, Iowa** **1999-2000**

Administered Windows 2000 and Red Hat Linux servers for the College of Humanities and Fine Arts. Provided technical support and assistance for faculty, students, and staff desktops. Researched products and made purchasing recommendations to college administration. Developed solutions for Windows and Macintosh integration. Performed Year 2000 testing, evaluation, and updating.

### **Systems Support Specialist I, Iowa State University, Ames, Iowa** **1998-1999**

Administered Windows NT and Red hat Linux servers. Provided technical support and assistance for faculty, students, and staff desktops. Assisted in designing and maintaining departmental and Federally-funded web sites receiving over 20,000 hits per day. Developed solutions for Windows and Macintosh integration. Performed Year 2000 testing and evaluation. Maintained nightly backups of server and desktop data.

### **Resident Assistant, Iowa State University, Ames, Iowa** **1996-1999**

Provided assistance to residents of the Iowa State University Department of Residence. Organized and led floor meetings and activities for 50-60 residents in several ISU Residence Halls, including "Continuous Housing" environments made up of approximately 50% international students. Operated as part of a team to maintain safety and policy compliance in the Residence Halls.

### **Computer Systems Technician I, Iowa State University, Ames, Iowa** **1996-1999**

Provided on-call support for the Leopold Center for Sustainable Agriculture, a state-funded organization housed on the ISU campus. Maintained and installed Windows and Macintosh desktops, diagnosed and repaired malfunctioning hardware, and made purchasing recommendations to Leopold Center staff.

### **Information Systems Intern, Wybtrak, Inc., Las Vegas, Nevada** **Fall 1997**

Developed computer software solutions for the healthcare industry, including extensive work on their Credentialing software package. Constructed, diagnosed, and repaired PCs both in-house and on-site for healthcare clients throughout the Las Vegas Metropolitan Area.

## **EDUCATION**

Iowa State University, Ames, Iowa Graduated May, 1999  
Bachelor of Science in Psychology, Minor in Criminal Justice Studies

## **SKILLS**

**Operating Systems** - Extensive knowledge of: Windows XP, Windows 2000/2003 Server and Workstation, Windows NT 4.0 Server and Workstation, Windows 98, Windows 95, MacOS X, as well as basic knowledge of UNIX and Linux.

**Hardware** - General PC and Macintosh hardware knowledge Able to construct and repair PC's from the component level. Can install new hardware, replace old hardware, upgrade systems, and synchronize palmtop/notebook computers with desktop computers. Familiarity with Dell PowerEdge server and Optiplex client equipment.

**Programming** - HTML/XHTML/CSS, Windows batch scripting

**Diagnostic & Troubleshooting Skills** - Able to analyze and repair both hardware and software related problems, especially Microsoft operating systems and x86 hardware.

**Networking** - Knowledge of TCP/IP/DCHP/DNS, Active Directory, setting up workgroups, networked printers, shared file resources and servers. Basic knowledge of Novell Netware protocols and procedures. Adept with wireless networking, 802.1X, WPA. Experience designing and implementing projects on 802.1q VLAN networks.

**Software** - Extensive use of: Microsoft Windows 2003 Server, Vista, XP, 2000, NT, 98, 95, CE, CE 2.0, 3.0-3.11, and MS-DOS, Microsoft Office Suites 6.0-2007, Adobe PhotoShop, WordPerfect, DreamWeaver, Microsoft FrontPage 98 and 2000, FileMaker Pro. Knowledge of Veritas NetBackup and Symantec AntiVirus server.

**Support** - Able to provide both on-site, phone and e-mail based support for clients. Have done so in business, health care, and academic environments.

## REFERENCES

Gary Rogers  
System Administrator / System Programmer IV  
University of Iowa - ITS-SPA  
[gary-rogers@uiowa.edu](mailto:gary-rogers@uiowa.edu)  
(319) 335-5181

Julia Wallace  
Dean  
University of Northern Iowa - College of Social & Behavioral Sciences  
117 Sabin Hall  
Cedar Falls, IA 50614  
[julia.wallace@uni.edu](mailto:julia.wallace@uni.edu)  
(319) 273-2221

Aaron Howard  
Senior Security Analyst  
University of Iowa - ITS CIO Office  
[aaron-howard@uiowa.edu](mailto:aaron-howard@uiowa.edu)  
(319) 384-0967