

# Richard Moxie Maxwell

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## Network and Systems Administrator – Web Designer – Marketing Manager

Accomplished manager with over 8 years of experience in Sales, Marketing, and Information Technology (IT) with a specialty in building, fixing and maintaining PCs and servers for over 350 clients. Have built and programmed on more than 300 websites and assisted on 1,300 more, while facilitating branding, email marketing, and Search Engine Optimization.

I am a personable, responsible, organized, fun loving, self-starter with the ability to manage complex problems effectively in all sorts of environments. I have strong management skills and enjoy motivating people to grow through their own efforts.

### Qualification Highlights

- Project Management
- Information/Internet Technology
- Client/Server Technology
- Business Development
- Website Development
- Buying Consultant
- Operations Management
- Disaster Recovery
- Preparing Standard Operating Procedures (SOP's)
- Technical Analysis
- Program User Interface
- Content Production
- Sales Support
- Quality Assurance
- Asset Management

### Summary of Qualifications

#### Windows operating systems

- 95/98/ME
- NT/2000/XP
- Vista/Windows 7
- Server 2000/2003

#### Windows server technologies

- Active directory
- DNS
- DHCP
- IIS 6.0
- VPN
- Firewall
- MSSQL / MySQL
- Exchange

#### Information Technology History

- Implement and maintain Online Helpdesk software for clients to submit tickets
- Network Administrator for various local businesses
- Installed over 400 desktop machines for AT&T Harrisburg call center
- Installed 2,500 desktop machines at Mechanicsburg Navy base while training 400 end users on new software and Operating Systems
- Installed 84 machines at 13 locations for PennDOT and trained all end users on new Database program and Operating Systems
- Provided remote desktop and server support for over 140 consumers and 70 businesses throughout Pennsylvania
- Provided disaster recovery for more than 40 commercial clients

#### Linux server technologies

- Apache
- BIND
- MySQL
- SpamAssasin

#### Web design and graphics

- HTML
- CSS
- ASP
- PHP
- Macromedia Dreamweaver
- Adobe Photoshop and Illustrator
- Microsoft FrontPage

#### Other popular software applications

- QuickBooks
- Symantec BackupExec
- Symantec Endpoint Protection
- Symantec Ghost
- Government Applications

#### Website software and CMS

- cPanel
- Linux
- Soholaunch
- Wordpress
- Joomla
- PHP My Directory

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- Direct point of contact for various contracts for IT Consultant Agencies in Harrisburg for writing proposals, contracts, meeting with prospects/customers and evaluating the needs of these prospects/customers
- Managed over 60 Technicians while being the general contractor for service companies
- Generated reports and needs assessments for networks ranging from 5-4,000 computer networks
- Setup and maintain network security for over 80 businesses
- Responsible for the installation and implementation of multiple corporate networks, both wired and wireless (802.11g), including wireless security, WEP, WPA, and MAC Authentication
- Performed router and switch installation and configuration, including Cisco installations

## Internet Operations

- Currently providing website hosting to more than 140 websites while hosting over 800 email accounts
- Designed more than 300 websites and created more than 30 e-commerce websites
- Product data administration
- PDF creation and online Product manuals
- PCI Compliance programming
- Assisted on more than 1,300 website projects
- Template creation for multiple business applications and websites
- User interface and page layout with content production and site maintenance

## Marketing Efforts

- Search Engine Optimization specialist
- Provide Internet Marketing campaigns
- Enable small businesses to be found in the top of Search Engines
- Content and keyword research for SEO
- Proper directory submissions
- Provided over 15,000 link backs
- Pay Per Click management
- Email campaigning
- Professional Blogger
- Promotional product design, sign making and print sales
- Designed and published 9 Product catalogs
- Sold, designed and delivered over 400,000 business cards
- Sold, designed and delivered over 2,000,000 brochures

## Sales Overview

- Sold over 600 Website and IT support contracts
- Provided Sales training for IT Consultants
- Provided buying training for IT Consultants to help decrease customer dollars spent
- Increased Internet sales for multiple companies in some cases doubling revenue
- Sold and help fund over thirteen million dollars in Mortgage loans within a two year period
- Sold roughly three hundred thousand dollars of printed products