

Matthew Rollins

mrollins75@outlook.com
Addresss
Phone:304-545-9396



Objective

Subject: Application for Network Specialist Position Dear Hiring Manager, I am writing to express my keen interest in the Network Specialist position at Neucore, as advertised on [Platform where you saw the job posting]. With my background in Information Technology and extensive experience in network administration, I am confident I possess the skills and qualifications necessary to excel in this role and contribute significantly to your team. As evidenced by my Bachelor's degree in Science in Information Technology from Strayer University and my Associate's Degree in Computer, Electronic and Communication Technology from Everest Institute, I have a solid foundation in the principles of IT and network management. My professional experience as a System Administrator at the West Virginia Attorney General's Office has provided me with valuable hands-on experience in maintaining and upgrading network infrastructure, performing on and off boarding procedures, and troubleshooting database and networking issues. In my previous roles, I have consistently demonstrated my ability to: Install, configure, and maintain network hardware and software, including routers, switches, and firewalls. Monitor network performance, troubleshoot and resolve network issues, and ensure network availability and reliability. Implement and maintain network security protocols. My skills align well with the requirements outlined in the job description, including a strong understanding of network protocols and technologies (TCP/IP, VLANs), experience with network security protocols, and proficiency in troubleshooting network issues. Furthermore, my experience in the West Virginia Attorney General's Office allowed me to collaborate with team members and address complex technical issues, showcasing my analytical, problem-solving, and communication skills. I am particularly drawn to Neucore's commitment to digital transformation and IT services. My passion for technology and my proactive approach to network management make me eager to contribute to your organization's success. Thank you for considering my application. I have attached my resume for your review and welcome the opportunity to discuss my qualifications further. Sincerely, Matthew R. Rollins

Work & Experince

System Administrator

West Virginia Attorney General's Office, 2016 - 2025

- Maintain And Upgrade Network Infrastructure
- Preformed On And Off Boarding Procedure For Incoming And Outgoing Users
- Troubleshooting Database And Networking Issues

Education

Bachelor's of Science in Information Technology Concentration in Cyber Security Technology

STRAYER UNIVERSITY, 2015 - 2018

Courses included: Accounting I C++ Programming I and II Critical Thinking Systems Analysis and Development Introduction to Relational Database Management Systems Web Design and Development Computer Architectures Technical Communications Network Server Administration Networking Security Fundamentals Human Computer Interaction Precalculus Perimeter Defense Techniques Undergrad Info Tech Capstone Discrete Math Network Penetration Testing

Honors & Awards

Magna Cum Laude

Year : 2018

I graduated at the top of my class.

Languages

Personal info

Full Name : Matthew Rollins

Phone Number : 304-545-9396

Address : 17 Killarney Rd.

City : Winfield

Zipcode : 25213

State : WV

Country : United States

Job title : System Administrator

Hourly Rate : 30.00

Experience : Maintaining and upgrading network infrastructure: Cisco Switches/Routers/Firewalls HP Fibre Switches Barracudas MPLS setup Performing on and off-boarding procedures for users. Active Directory Microsoft 365 admin/exchange center Maintaining and upgrading databases and servers: SQL HP Servers Azure Remote Desktop NetApp

Age : 49

Qualification : Cisco

Gender : Male