

## **James Loos**

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## **Licenses and Certification**

MCSE, CDIA+, A+

## **Education**

### **Indiana State University**

Graduate Certificate, Public Administration

### **University of Nebraska Lincoln**

Bachelor of Science, Administrative Resource Management

## **Professional Experience**

LINCOLN HOUSING AUTHORITY, Lincoln, NE - Sep 2001 – Current  
(Please do not contact)

### Systems Administrator

Managed a network comprised of 12 servers running Windows Server 2000/2003, as well as CITRIX, Exchange Server 2003 and SQL Server 2005. Served as Project Manager for the implementation of the Enterprise Document Management System, as well as an In-House Software Conversion. Designed and implemented a Disaster Recovery Plan, Network Security Policy and Internet/Intranet Usage Policy.

- Featured speaker at regional and national conferences in technology in housing authorities
- Project Manager for implementation of Document Imaging / Management System
- Supervision of 5 staff members
- Responsible for entire network infrastructure including all servers and desktop systems
- Responsible for administration of Microsoft Exchange and SQL Servers
- Responsible for all internal training of staff members on hardware and software
- President of several national users groups

Technologies Used: Windows Server 2000/2003, Active Directory, Exchange Server 2000/2003, SQL Server 2000/2005, DNS, DHCP, Windows XP, Microsoft Office

NEW HORIZONS COMPUTER LEARNING CENTER, Lincoln, NE - May 2000 - Sep 2001

Operations Manager / Technical Trainer

Designed the quarterly class schedule for the Lincoln and Omaha locations, as well as scheduled the Technical Trainers for both locations. Managed the training center labs and servers both the Lincoln and Omaha locations. Delivered MCSE Technical training courses to clients.

- Supervision of 6 staff members
- Responsible for developing quarterly training schedule for training center
- Responsible for development of training courses / projects for private customers
- Responsible for delivering technical Microsoft Certification Courses and Desktop Application Courses

Technologies Used: Windows Server 2000/2003, Active Directory, Exchange Server 2000/2003, SQL Server 2000/2005, DNS, DHCP, Windows XP, Microsoft Office

LINCOLN SCHOOL OF COMMERCE, Lincoln, NE - Feb 1999 - May 2000

IT Department Chair / Technical Trainer

Designed the quarterly class schedule for the college, as well as scheduled the Technical Trainers for the college. Managed the college classroom labs and servers. Delivered MCSE Technical training courses and served as an advisor to students.

- Designed and implemented the Information Technology Program
- Supervision of 2 staff members
- Responsible for development of training courses / education tracks for students
- Responsible for delivering technical Microsoft Certification Courses and Desktop Application Courses

Technologies Used: Windows NT Server Exchange Server 5.0, DNS, DHCP, Windows 98, Microsoft Office

## **Honors and Awards**

- OATHA Presidents Service Award, May 2007
- Outstanding Systems Administrator, May 2006
- OATHA Awards of Excellence - Document Imaging, May 2006
- OATHA Awards of Excellence - Disaster Recovery, May 2006
- President - OATHA, April 2005
- President - Hyland Software National Users Group, Apr 2005
- NAHRO Award of Excellence - Document Imaging, Oct 2004