

Resume of Stephen T. Moore

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SKILL SUMMARY

- Network infrastructure design, implementation, and administration; local, wide area, and virtual private networks (LANs, WANs, and VPNs); routing and routers (Cisco and others); Ethernet, T1s, DSL, frame relay, ISDN, wireless networking (Wi-Fi/802.11); remote access and administration; email systems, DNS, FTP, DHCP, TCP/IP, IPX, etc.
- Network server design, implementation, and administration, emphasizing Microsoft Windows servers, active directory, group policies, Terminal Server, remote access and administration, etc.
- Hardware systems design, implementation, maintenance, and repair; HP/Compaq, Dell, IBM, and others
- Data security, including firewalls and anti-virus protection, backup and disaster recovery technologies
- Microsoft Windows workstation operating systems and applications installation, maintenance, user training, and support, emphasizing Microsoft Office and including macros, VBA, and in-depth spreadsheet skills
- Database development and administration; Microsoft Access, SQL, Visual Basic, contact management databases
- Accounting systems, including QuickBooks and in-depth knowledge of accounting
- IT planning and management; staff supervision, budgeting and project management
- Classroom teaching and educational administration; documentation, presentation, and verbal communication skills
- Additional experience with: Novell, Unix, and Apple systems; web site development and administration; graphics, desktop publishing, and CAD; audio, video, and multimedia; industrial control; and other specialized systems

CERTIFICATION

- CCNA (Cisco Certified Network Associate) certified 2001-2004
- MCP (Microsoft Certified Professional) certified in 2001
- MCSE (Microsoft Certified System Engineer) "core four" exams completed in 2001
- Network+ certified by CompTIA (Computing Technology Industry Association) in 2000
- A+ certified by CompTIA in 2000
- California Real Estate Broker since 1988 (agent since 1979)

Certificate copies are available at www.VistaConsulting.com/Personnel.

EMPLOYMENT

VISTA CONSULTING/VISTA TRAINING

Dec. 1988-present (part time Aug. 2000-May 2001)

- General manager: total management responsibility for a computer business of up to about 10 employees
- Principal consultant: design, implement, and support computer hardware, software, and network systems for the firm's hundreds of clients; hire, train, and supervise other consultants
- Training manager: teach computer classes; design curriculum; hire, train, and supervise instructors; administer program
- Sample clients: Bank of Willits, Beringer Vineyards, DCI Cheese Co., Discovery Office Systems, Exchange Bank, Jon E. Fitzpatrick, O.D., Fountaingrove Inn, Health Plan of the Redwoods, iPrint Technologies, Kendall-Jackson Winery, KRCB radio and TV, Lithocraft printing, Motion Analysis Corp., O'Dell Printing, Olema Ranch Campground, Penzoil's Purolator Products/Servodyne subsidiary, Tegal Corporation, Tuttle's Pharmacies, Winzler & Kelley engineering

See also www.VistaConsulting.com/Clients and www.VistaConsulting.com/Services.

SANTA ROSA JUNIOR COLLEGE

Full time, one academic year, August 2000-May 2001

- Networking Instructor in the Computer & Information Sciences Department: teach networking courses, including Windows Server and Workstation, Networking Essentials (Theory and Practicum), and Command Line Basics; lead networking instructor; curriculum development

COMPUTERLAND OF SANTA ROSA

Full time August 1987-December 1988

- General Manager: total management responsibility for operation of a computer retail, training, and service business with 15 employees and gross revenues of several million dollars a year
- Training Manager: provide technical support to staff and customers, teach computer classes, design curriculum, hire and supervise instructors, administer training program

Resume of Stephen T. Moore (continued)

HEALD BUSINESS COLLEGE

Part time October-December 1986, full time January-April 1987

- Instructor: teach computer and general business subjects

SONOMA STATE UNIVERSITY

Part time June-July 1986, part time January-June 1987

- Instructor: teach real estate; member, Ad Hoc Committee on Real Estate Education and Research

MOORE RESEARCH

Full time October 1975-June 1986, part time June 1986-August 1987

- Consultant and manager: facilities planning and economics; community housing and socio-economic studies; general plans; downtown plans; coastal plans; market research; design, acquisition, and operation of computer systems; business management studies; project feasibility and investment analysis; real estate brokerage and development; and direct responsibility for the firm's personnel, finance, accounting, data processing, administrative, and marketing functions
- Sample clients: California Department of General Services, Office of the State Architect, Coastal Commission; United States Coast Guard; City of Fort Bragg; City of Willits; Fort Bragg-Mendocino Coast Chamber of Commerce; LaGardeEklund, Ltd., developers

STATE OF CALIFORNIA, Facilities Planning and Development Office

Full time March 1975-July 1976

- Planner and administrator: siting and economics of state office buildings; data processing coordinator; accounting, personnel, and other administrative duties

SONOMA STATE COLLEGE

Full time and part time August 1973-July 1974

- Assistant to the President: campus planning and development; public and press relations; and special administrative projects
- Staff assistant to the Executive Vice President: formulation of a university-wide internship program
- Lecturer in the School of Environmental Studies and Planning: coordinate the school's internship program

CITY OF SONOMA, City Manager's Office

Full time July 1972-November 1973

- Management and planning assistant: studies, grant applications, interagency and public liaison concerning housing, public facilities, open space, and governmental reorganization

SONOMA STATE COLLEGE, Computer Center

Part time April-June 1972

- Administrative analyst: prepare the center's budget and perform other administrative analyses

STATE OF CALIFORNIA, State Senate

Full time June-October 1971

- Legislative intern: research reports and testimony concerning state tax laws

EDUCATION

- Bachelor of Arts with honors in German from Sonoma State University (3.5 undergraduate GPA)
- 64 semester units of study beyond the bachelor's degree (3.9 graduate GPA)
- Computer coursework, including dozens of specialized short courses
- Extensive on-the-job computer training and continuous self-directed study

MEMBERSHIPS AND ACTIVITIES

- Santa Rosa Chamber of Commerce
- Sonoma County Multiple Listing Service; county, state and national Realtors' associations
- Santa Rosa Downtown Development Association, member of the Board of Directors
- Timber Cove Homes Association, member of the Board of Directors
- Committee for Restoring Santa Rosa Creek, member of the Board of Directors
- American Planning Association
- Sonoma State University Alumni Association, member of the Board of Directors, President
- County of Sonoma General Plan citizens' advisory committees, member, and Chairman