Henry F. Dotson

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AREAS OF EXPERTISE

- IT Project Management
- Security Protocol Implementation
- Systems Administration
- Network Infrastructure Management
- Software and Hardware Configuration
- Database Management

EDUCATION

M.S., Information Management | University of Washington   Aug. 2023 – Dec. 2024 (exp.)
   Specialization: Program and Project Management and Consulting

B.A., International Studies | University of Washington   Aug. 2015 – Jun. 2017

RELEVANT EXPERIENCE

Jr. Systems Administrator | Girard College | Philadelphia, PA   Dec. 2021 – Present
- Implemented security protocols like MFA and SSO, reducing cybersecurity incidents.
- Managed network servers, systems, and assets, achieving 98% uptime for 700 users.
- Administered IT projects utilizing PM methodologies like agile and waterfall.

IT Administrator | D.C. International School | Washington, DC   Sep. 2017 – Sep. 2021
- Administered a growing network for over 1,500 students and 200+ teachers.
- Taught CS courses to students grades 7-12 preparing for CompTIA A+ certifications.
- Developed IT infrastructure to enable increased classroom tech utilization, like digital curricula.

PROJECTS

City of Seattle Investment Financial Tracker | Seattle, WA   May 2024 – Aug. 2024 (exp.)
- Serving as project manager to develop a database for the Seattle Dept. of Neighborhoods.
- Leading team and coordinating with stakeholders to ensure the project meets user needs.

Girard College Wireless Network Upgrade | Philadelphia, PA   Aug. 2022 – Jan. 2023
- Led the campus-wide transition to Cisco Meraki wireless access points.
- Coordinated with vendors and IT staff to ensure seamless deployment and minimal disruption.

SKILLS

- **Technologies:** Microsoft Azure, Cisco Meraki, Microsoft Intune, PRTG, Network Switch Administration, Windows Server, PowerShell, Microsoft 365 Admin, Jamf, Exchange Online, Barracuda, Trustifi, ChatGPT Teams, Google Workspace Admin, Zoom Admin, Infinite Campus

- **Languages:** English & Spanish (Native).

- **Certificates:** CompTIA A+ 220-1101, Google IT Python Specialization, Okta Essentials.

COMMUNITY INVOLVEMENT & INTERESTS

- **Volunteer** | P.A.W.S. & Morris Animal Refuge Shelters | Philadelphia, PA   2024 – Present
- **Martial Arts Student** | Old City Aikido | Philadelphia, PA   2023 – Present
- **Technology Manager** | University of Washington Radio (RDR) | Seattle, WA   2016 - 2017

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