

Keith M. Wojciech

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Summary

Highly motivated and experienced systems engineer and analyst with demonstrated expertise in areas of information technology including systems, network, and security analysis, software and hardware solutions, system design, management, maintenance, and technical support. Strengths include:

- **Project Demands and Teamwork:** Highly productive in team environments as both team leader and member. Efficient in handling multiple project priorities.
- **Software and Hardware:** Adept at learning and managing software and hardware implementations including off-the-shelf and proprietary products
- **Communications:** Exceptional inter-personal and writing skills. Able to clearly understand customer requirements and communicate technical information in an easily understandable way. Enjoy building meaningful relationships with colleagues and clients.
- **Innovative and creative:** Flexible and adaptable in positively responding to changing organizational needs.
- **Experience:** 7 years of information technology industry experience within corporate and government environment; 5 years as an industry-certified associate systems engineer and small business IT specialist.

Professional Experience

NovaTech LLC

Fairfax, VA

System Engineer

Sept. 2004 – Aug 2008

NovaTech LLC is a full service Information Technology provider specializing in system design, implementation, and maintenance. NovaTech has many high profile clients of different size and background ranging from companies, non-profit organizations, and governmental agencies in the greater Washington D.C. Metro area.

- Held maintenance and emergency issue responsibility for the company and client sites.
- Helped design and implement client hardware and software solutions
- Assisted in multiple client building moves of all hardware, server, and workstation implementations
- Frequently visited client sites for technical support, requirement meetings, and relationship building

United States Secret Service

Washington, D.C.

Software Engineer (contractor)

Feb. 2002 – July 2004

- Helped with the development and operations of migration project within USSS Forensics Department in converting hardcopy evidence cache to new digital database
- Managed a team of four software engineers through optical scanning segment of migration project and provided team technical support

KTA – Mechanical, Plumbing, Electrical, and Telecommunications Engineering

Herndon, VA

Technical Assistant

May 2000 – Aug 2000

- CAD team member on multiple building projects
- Assisted projects as AutoCAD technician and provided technical support

Jagtiani & Guttag Intellectual Property Law

Fairfax, VA

Technical Assistant

May 1999 ~ Jan 2001

- Served as patent researcher for firm and frequently travelled to United States Patent & Trademark Office for research projects

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- Assisted as engineering advisor on technology related patent cases
- Became accustomed to general law practice and file, case, and client management systems

Education

George Mason University

Bachelor of Science in Information Systems and Operations Management

**Beta Gamma Sigma International Business Honor Society member*

Fairfax, VA

June 2009

Northern Virginia Community College

Associate of Science in Business Administration

Annandale, VA

May 2007

Virginia Tech University

Mechanical Engineering major

Blacksburg, VA

Aug 1998 – Oct. 2001

Software Proficiency

Expert

- Any Microsoft user-OS (2000, XP, Vista)
- Microsoft Office suite
- Microsoft Server & Small Business Server
- Microsoft Exchange server, ISA

Competent

- HTML
- Adobe Photoshop, Dreamweaver
- Microsoft Visio, Project, SQL Server, Visual Studio
- Oracle 10g
- Trend Micro Client-Server Security software
- Amicus Attorney legal management software

Working Knowledge

- ASP.NET
- Java
- SQL
- XML
- CAD software

Technical Certifications

- Microsoft Certified Professional (2003) *MCSE in-progress*
- Microsoft Certified Small Business Specialist (2008)
- Amicus Attorney Certified Consultant (2006)

References are available upon request