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EXPERIENCE:

Lieff Cabraser Heimann & Bernstein, San Francisco CA, *Systems Administrator/Senior IT Support (April 2007-Present)*

- Broad range of law firm/legal support around-the-clock for hundreds of people based in several offices around the United States with many traveling for business internationally
- Advanced end-user support and network administration, disaster recovery preparedness in busy Citrix/VMWare environment with client machines ranging from Windows XP, Vista and 7 to newest Macintosh and Ipad platforms. Rolled out VDI from PSWeb citrix clients for all users, remote and in-house.
- Exchange/Active Directory, rolling out upgrade to Office 2010 from Office 2003, Matter-Centric Imanage aka Filesite administration, Avaya VOIP Phone programming and administration, SQL Elite and Equitrac server, Deltaview, Adobe Acrobat Pro.
- Device support including Iphones, Android tablets and phones, Blackberry/BES server administration.
- Litigation support applications such as Autonomy, Iblaze/Webblaze.
- Ghostcast server/machine imaging, Datasafe/Backup Exec, Ironport spam control, Wireless laptop support, IP/ISDN videoconferencing; DHCP/DNS/ISP issues.
- Intranet administration with Wordpress and Adobe Creative Suite/Dreamweaver, Access database, training and support of all firm software including litigation support programs like Summation and LiveNote.
- Lexmark and HP computer hardware and printers, Canon printer/copiers and document senders/scanners.

Arnold & Porter, New York, NY, *Systems Engineer/Information Technology Analyst (November 2005-April 2007)*

- Extensive support in Lotus Notes, Office 2003 (Word, Excel, PowerPoint, Access) and I-Manage (Mailsite/Worksite), CMS, Ceridian, Cisco Phones, Accuroute, Acroprinter, DeltaView, Ceridian, LiveNote, CMS, Postini spam control.
- Blackberry, Treo, MDA and other Windows Mobile, Activesync; Citrix, VPN and wireless support
- Training attorneys and staff; audio-visual setups, videoconferencing, laptop rollouts, Ghosting, inventory
- Dell laptop, Compaq Desktop, Lexmark and HP printer support

Proskauer Rose, LLP, New York, NY, *Senior Help Desk Analyst (March 2005-March 2006)*

- Weekend support to attorneys and staff with Office 2003 with Exchange 2003 Server/Active Directory, Novel.
- Working with I-Manage/Interwoven/Mailsite; involved in major conversion from DocsOpen to I-Manage.; development of knowledge database. Dameware Remote Desktop; DTE, DeltaView Compare and other litigation support applications.
- Extensive Citrix server/client support and Blackberry Enterprise Server/device support; laptop rollouts.

Jacobson Consulting Applications, new York, NY, *Senior System Manager (November 2004-October 2005)*

- Supervised, on-site client support at numerous non-profit organizations including **New York University School of Medicine, Partnership for the Homeless, New York AIDS Coalition** and **French Institute/Alliance Française**.
- Network maintenance, design and consulting mostly with Windows 2000/2003 servers and XP/2000 workstations, VMWare servers, SNAP drives; Ghost; Active Directory, Exchange Server 2003; Terminal Server; Windows security/permissions; Kintera and other Content Management Systems/FrontPage2003.
- Blackberry, Treo, other PDA support; wireless laptop and router/network configurations; Viavideo videoconferencing.
- Used Remote Desktop, VNC, Webex, PCAnywhere, Citrix, FTP and various VPN connections; Sonicwall firewall maintenance; Veritas and Brightstor/Arcserve Backups.
- Used Trend Micro ScanMail and Postini; Norton, MacFee, Sophos antivirus and antispysware.

New York University School of Continuing Education & Touro College, New York, NY, *Computer Science Professor* (January 1998 – June 2004)

- Developed NYU's first course in Knowledge Management for graduate student computer science majors.
- Taught three semesters using Lotus Notes and LearningSpace to conduct online HTML-based classes.
- Designed and created multi-media course material and secure home pages for students using PowerPoint, FrontPage, HTML and other tools.
- Instructed computer science courses in web page design with hard-coding of HTML and use of Java applets.

Taught Microsoft Office applications to teachers in the NYC Board of Education, particularly Microsoft Excel. Instructed Microsoft Internet Explorer and Netscape Browsers for advanced Internet research, netiquette, using development tools and web-based email and listserv technology.

Ursinet.com, New York, NY: *Information Technology Consultant, Project Manager, IT Manager* (July 1996 – Present)

- Consulted on location at the following companies: **Lester Schwab Katz & Dwyer; Proskauer Rose (three times); Winthrop Stimson; Milbank Tweed; Thacher Proffitt & Wood; Wachtel Lipton; Hughes, Hubbard & Reed; Klapper & Fass; Guardian Life Insurance Company; Columbia Teacher's College; Icon-Nicholson; Mitchell Madison; Lazard Freres.**
- Managed IT department with up to 10 people, including help desk, word processing and hardware departments.
- System administration; extensive support on Microsoft Suite, Corel WordPerfect Suite and UNIX Office Power, Exchange with Active Directory, DNS, WINS, Eudora, SMS and Cognet, Outlook Web Access and Cyberdocs;
- Network administration of Windows Server, Novell, Unix and Mac platforms; inventory, license tracking and security
- Built Windows NT/2000 workstations and servers; Ghost and Rapid Deploy to roll out workstations and laptops.
- Citrix Servers and predecessor Citrix Metaframe and modem pools, Timbuktu, Novell Zenworks
- Web site maintenance/hosting; firewall configurations; database design, spreadsheet reports, budgets and software inventory, Microsoft Access, Excel and SQL 7 and 2000.
- Firewall/Router/Switch, T-1, Cable, ISDN and DSL connection setups; Web Servers with IIS4 & 5 and Macintosh Webstar
- Help desk tracking software (Unipress Footprints) and Magic Help Desk.
- Disaster recovery plans and other knowledge management tools such as technical specifications and documentation.
- Network-wide virus protection and updates with Norton Anti-Virus and McAfee
- Macros and Visual Basic design and implementation, including Y2k issues.
- Network architectures with redundancy using Visio and components like RAIDs, clustering, failovers, load balancing and multi-processors, resolved sticky sessions and security lapses.
- Procurement, deployment managing, etc. with Rational softwares, Source Save, Continuous and ClearCase.
- Completed courses in Websphere administration and Fatwire Update Engine 4.5/5.0.

Szold & Brandwen, New York, NY, *Network Manager* (December 1989 - June 1996)

- Novell network administrator; maintained Soft Solutions document tracking software database and server.
- Trained new users in all aspects of and Novell 3.12 and 4.1 network and UNIX programs like Informix.
- Upgraded from WANG to Windows 3.1 to Windows 95; application support for WordPerfect 5.1, 6.1, Lexis, Westlaw, shepardizing, etc.

KPMG Peat Marwick, New York, NY, *Supervisor* (July 1988 - December 1989)

- Supervised 12 word processing and desktop publishing operators in three different word processing centers for a "Big 8" accounting firm with over 2,500 employees using Wang, IBM PC and Macintosh platforms.
- Oversaw the document production of audits, proposals, corporate tax returns, correspondence.
- Evaluated employees' job performance; Made policy decisions with other management staff

COMPUTER SKILLS:

SOFTWARE: Microsoft Office Suite (Word, Excel, Access, PowerPoint, FrontPage, Outlook), Lotus Notes, Microsoft Project, Microsoft Publisher, Meeting Maker, WordPerfect/Corel suites, Lotus Office Suite, Learning Space, Lotus 1-2-3, Organizer; Visio, HTML, Java, Java Script, Flash, GoLive; Dreamweaver; PageMaker, Macros/Visual Basic; Microsoft Project, MS Publisher; Rational Rose Development and Analyst Studios; ClearCase; Quicken, ProComm Plus, GroupWise, Cheyenne Arcserve, Exchange servers, SQL / Sybase / Tape Library agents, NDS for NT, FTP, Crystal Reports, Source Safe; Fortran, Pascal; Eudora.

NETWORK: Microsoft Windows 2003, 2000, NT4 Server and Workstation; Exchange, Active Directory, DNS, Terminal Server, FTP; Citrix, IIS 4 & 5, LAN/WAN maintenance; I-Manage/interwoven; Novell InterNetware 4.11, Websphere/IBM HTTP, DB2; Novell Netware 4.x, 3.x, Windows NT, SQL 6.5, 7 and 2000; PCAnywhere 10; McAfee and Norton Antivirus; FlexLM Server; Continuous; Metaframe, MS Exchange 5.5, Outlook 2000/ 98, SQL Anywhere, GroupWise 5.x, PCDocs, DocsOpen, Cyberdocs, Meeting Maker; DHCP, DNS, WINS, RAS, Cognet Software Distribution, Raptor Firewall, Proxy, Outlook Web Access, Citrix Mainframes; POP Accounts, aliases; Trialworks; Unipress Footprints; Magic Helpdesk; LanSight; Rapid Deploy; Ghost; Webstar web server (Macintosh).

CERTIFICATIONS/TRAINING: Microsoft Server 2003/2000; Fatwire Update Engine 4.5/5.0; IBM Websphere Administration; Windows NT 3.51/NT 4/Windows 2000; Novell Netware Training; Unix Office Power 7, Informix.

EDUCATION:

Brooklyn Law School, Brooklyn, NY

- Attained *Juris Doctor* in June 1997
- Managing Editor, *The Justinian* 1995-1997; Evening Liaison, Italian American Law Students Association 1995-6

City University of New York/The College of Staten Island, Staten Island, NY

- Bachelor of Arts in Political Science attained May 1993 (3.5 G.P.A.); Baccalaureate Program/Honor Student, Dean's List

LANGUAGE SKILLS:

Fluency in Italian. Strong aptitude in French and Spanish.