

# Adam Modes

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[\(847\) 533-2420](tel:(847)533-2420)

**I am an experienced network administrator and troubleshooter, successfully providing help and assistance to organizations, business clients as well as to private customers. I have more than 20 years of experience working with and solving all possible problems related to software and hardware. At the present time I will gladly consider any serious offer of efficient use of my time – part time or full time.**

## Summary of qualifications

### **Network Administrator, Consultant and Troubleshooter**

- Professional, experienced network administrator – various version of Windows servers
- Extensive PC hardware and software troubleshooting skills
- Custom computer training & IT curriculum design and delivery skills
- Experience in design and development of complex Excel & Access templates and databases
- Practical skills in all aspects of business IT setup and implementation
- Years of experience in management and organization of multicultural business projects

## **Experience** 2009-present

### **Independent Contractor & Consultant - Chicago, IL**

#### *Consultant/contractor*

- Participate and oversee multiple IT projects on all stages of development
- Responsible for development and implementation of client's IT policy
- Organized and supervised daily network operations, backup and recovery practices
- Provide troubleshooting support in case of any hardware or software problems
- Assure compatibility of company databases with all legal and industry standards
- Provide support in production of needed Excel and Access templates for bidding purposes
- Assure almost instant ability to restore daily used programs and data

2002 - 2009

### **Scrub, Inc. – Chicago, IL**

#### *IT Manager, Quality Assurance Manager*

- Supervise and administer Scrub participation in different IT projects at O'Hare airport
- Accountable for company LAN networks and all its computers
- Responsible for all IT related troubleshooting, both hardware and software
- Created custom Excel templates used by Scrub in successful bids for different airlines projects
- Designed and implemented secure data base accessible throughout Internet to clients
- Facilitated design and production of company web site
- Produced custom, interactive forms, templates and models improving office productivity
- Developed and implemented custom made Access database for Scrub employee and applicants
- Responsible for quality control of all, non-airport related accounts – hotels, schools & hospitals
- Facilitated all necessary aspects of Scrub computer activity at O'Hare airport

1995 - 2002

### **Interclub Education Center – Chicago, IL**

#### *Director of Computer School*

- Organized, established and managed computer school for adults and children
- Developed full set of curriculum for different levels of computer literacy classes
- Designed and implemented secure and efficient hardware setup for student computers
- Administered school networks, servers and workstation daily operations
- Facilitated company participation in Microsoft Certified Solution Provider program
- Produced and maintained school interactive web site, including e-trade secured setup
- Developed radio and public speeches, seminars and workshops on computer literacy
- Provided technical support to all aspects of Interclub's vocational schools

## Experience (continued)

1992 – 1995

### **North American Agricultural, Inc. – Schaumburg, IL**

*Director of Foreign Operations*

- Responsible for organization and coordination of NAA's activities in Russia
- Developed and negotiated joint venture agreements between NAA and Russian partners
- Coordinated USAID and NAA's multimillion grant for Russia, Ukraine and Kazakhstan
- Administrated NAA's participation in US government SABIT program

1990 - 1992

### **Edward Lowe Industries, Inc.**

#### **Edward Lowe Foundation, Cassopolis, MI**

*Foreign Relations Consultant*

- Revised and evaluated ELI investments in Russia and Eastern Europe
- Organized ELF training program for East European small business owners and managers

## Education

1998

### **Microsoft Certified Professional**

Productivity Point International, Naperville, IL

Supporting Microsoft Windows & Networks – 4 months classes with certification

1994

### **William Rainey Harper College, Pallatine, IL**

Continuing Education Department

Business Office Software – implementation and utilization

1994

### **William Rainey Harper College, Pallatine, IL**

Adult Educational Development Department

Grant Founded Federal Programs – preparation, writing & lobbying

1993

### **William Rainey Harper College, Pallatine, IL**

English as a Second Language

Contemporary English in US business environment

1978 - 1984

### **Moscow State Institute of International Relations (MGIMO), Moscow, Russia**

International Policy and Diplomacy - graduated with Master degree

1976 - 1978

### **Academy of Economics, Katowice, Poland**

Business Administration and Management - two years of undergraduate studies

## Languages

**English, Polish, Russian** – fluent

**German, Bengali** – basic speaking, writing and reading abilities

## References

**Anna Skalka**, Vice President, Scrub, Inc., Chicago, IL

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