

Tommy Oliver

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737 Washington St. Apt 407 Denver, CO 80203

Education:

University of Denver Coding Bootcamp

- Program featuring HTML, CSS, JavaScript, jQuery, Node.JS, PHP, Firebase, React.js, Database Theory, Bookshelf.js, MongoDB, MySQL, Command Line, Git, and more

University of Tennessee, Knoxville, TN, May 2006

Bachelor of Arts, Political Science Major, History Minor

Special Skills:

- Proficient with HTML, CSS, JavaScript, jQuery, Firebase, Git, MySQL, nodeJS, API requests, Express, React.js,
- Facility Management Professional Certification
- Advanced Microsoft Office 2k and 2003 skills including Word, Excel, PowerPoint, Access and Outlook
- Proficient in Windows 2000, Windows XP, Windows Vista, and Windows Server 2003 operating systems.
- Experience provisioning Active Directory, NT Domain accounts, Microsoft Exchange, Ingres mainframe, Groove, CPVA, DataXchange, SIMIS, Domino, Costpoint, Lotus Notes, Usertool, Hyperion, Data Warehouse, Terminal Servers, and Remedy
- Experience and understanding of SOX compliance and auditing

Related Work Experience:

- **Clayton Holdings, Facilities Manager**, Denver, CO (June 2016-August 2017)
 - Responsible for managing all operations of the Denver, CO site. Including but not limited to new construction, HVAC, data/telecom cabling, furniture purchase/reconfiguration, plumbing, electrical work, and office services such as cleaning, coffee, carpet cleaning, etc.
 - Provide timely service and solutions to all employees through emails and ticketing system.
 - Maintain and provide monthly IT security controls.
 - Provide assistance and support to Clayton sites in Salt Lake, Tampa, and Philadelphia
 - Directly manage Administrative Assistant
 - Obtain quotes and RFP's for all facility related services
 - Create employee access badges and administer building security
 - Help create and maintain Facility budget as well as receive bid information from vendors.
- **Pearson, Facilities Coordinator**, Centennial, CO (October 2013-May 2016)
 - Responsible for coordination and acquisition of facility related maintenance operations which are not covered by lease. This includes new construction, HVAC, data/telecom cabling, furniture purchase/reconfiguration, plumbing, electrical work, and office services such as cleaning, coffee, and water.
 - Environmental Health and Safety Coordinator for Centennial, CO site.
 - Respond to all employee questions and concerns of facility.
 - Develop and maintain Business Continuity Plan for Centennial, CO site
 - Obtain quotes and RFP's for facility related services.
 - Create employee access badges and administer building security through CCure.
 - Help create and maintain Facility budget as well as receive bid information from vendors.

- **Kaiser Permanente/Apex Systems, Information Security Analyst**, Englewood CO (February 2013-October 2013, Temp. Employee)
 - Provision, recertify, and modify accounts for Kaiser Permanente employees and contractors
 - Follow and document all procedures to meet SOX compliance
 - Monitor all group directories and respond to all requests in timely manner to meet SLA requirements
 - Assist customers with requests and submission process
 - Provide on-call emergency assistance for emergency account provisions.

- **SAIC/ DHS ICE, Facility Manager** Broomfield, CO (July 2010 to January 2013)
 - Responsible for coordination and acquisition of facility related maintenance operations which are not covered by lease. This includes new construction, HVAC, data/telecom cabling, furniture purchase/reconfiguration, plumbing, electrical work, and office services such as cleaning, coffee, and water.
 - Creation and maintenance of facility budget
 - Mentor and train receptionist and other administrative personnel
 - Monitor and supervise office service vendors
 - Purchase supplies for facility
 - Establish & maintain relationships with office service vendors and building management, including finding and implementing vendors within company guidelines and procedures
 - Handle invoices, expense reports, and purchase orders
 - Serve as the Environmental Health and Safety official for Broomfield, CO location. This includes maintaining a safe workplace in conjunction with OSHA and corporate standards.
 - Coordination of office moves/consolidations and manage inventory
 - Coordination and project management of new office construction, reconfiguration, and expansion.

- **SAIC, ITS Account Processing Support Specialist** Oak Ridge, TN (July 2008 to July 2010)
 - Provision, recertify, and modify accounts for SAIC employees
 - Train co-workers on procedures and programs
 - Quality review co-workers work on customer accounts
 - Create Macros and scripts for documenting work in Remedy
 - Meet SOX Compliance guidelines
 - Make sure every document meets proper guidelines and documentation before granting the customer the requested access