Contact Info

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(617)784-7281

Charles E. Leiserson, Jr.

Network Administrator ***IT Helpdesk***

Experience

M.I.T. School of Architecture & Planning **Network Administrator**
2002 (temp), 2003 – Present (full-time) ***Cambridge, MA***

- Support personal computers and other technology used by faculty, staff, and students.
- Administrate networked printers, scanners, large-format plotters, and approximately 100 Macintosh and Windows computers.
- Provide support for A/V classrooms, video conferencing, and related equipment.
- Plan, organize, and support department-wide events.
- Manage equipment library reservations and checkouts, as well as minor repairs.
- Managed the Rapid Prototyping Lab before it was spun off into its own entity.

Apple Computer, Inc. **Campus Representative**
2000 – 2004 ***Cambridge, MA***

- Collaborated with Apple system engineers and account executives on improving Apple's presence on MIT's campus.
- Ran demonstrations, marketing events, and training sessions.
- Staffed large marketing and support events alongside fellow campus representatives from other universities.

M.I.T. New West Campus Housing **Desk Captain**
Summer 1999 ***Cambridge, MA***

- Assisted the dorm's house manager in overseeing the day-to-day running of the dorm for students.
- Managed summer hotel services for conference guests.

M.I.T. Igneous Petrology Laboratory **Undergraduate Research**
Spring 1999 ***Cambridge, MA***

- Performed experiments relating to diffusion of Fe through Au-Pd in low-temperature basalt melts.
- Administrated the lab's Linux desktop.

M.I.T. New Media Center **Lab Consultant**
Summer 1998 ***Cambridge, MA***

- Administrated 13 G3 PowerMacs used for multimedia and graphics applications.
- Assisted users with their multimedia projects.

M.I.T. GIS and Remote Sensing Laboratory **Undergraduate Research**
Summer 1998 ***Cambridge, MA***

- Digitized hand-drawn maps using ESRI ARC/INFO.

Lap-Top Basement **Retail Sales Associate**
Summer 1997 ***Cambridge, MA***

- Demonstrated and sold discontinued laptop computer models.

Education

Massachusetts Institute of Technology — **Earth, Atmospheric, and Planetary Sciences**
Attended 1997 – 2001 *Cambridge, MA*

Skills

Platforms

- GNU/Linux
- Mac OS X
- Windows 10

Equipment

- Printers
- Plotters
- Scanners
- Network Hardware
- A/V Equipment
- Video Conference Rooms
- 3-D Printers
- Lasercutters
- Photography Equipment

Tools

- LaTeX
- Apple iWork
- Microsoft Office
- Adobe Photoshop
- CrashPlan Pro
- Dropbox Business
- VMware Fusion
- git/Mercurial
- HTML/CSS
- Drupal
- bash