**MARI PAVLOVA**

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SUMMARY

An experienced IT Specialist with extensive background in personnel management, administration, employee relations and benefits administration, is seeking the next big career challenge and an opportunity to apply his knowledge and expertise on a larger scale, where these skills will add greater value.

EDUCATION

1986 - 1991 – Technical University – Sofia – Mechanical engineer

2009 – 2011 - D. A. Tsenov Academy of Economics – Master of Business Informatics

CERTIFICATIONS AND SKILLS

* 12.1998 - Informix Dynamic Server Workgroup Edition Systems Administration. SQL Implementation.
* 11.1999 - Microsoft Certified IT Professional: Supporting Routing and Remote Access Service for Microsoft Windows NT 4.0.
* 11.1999 - Microsoft Certified IT Professional: Internetworking Microsoft TCP/IP on Microsoft Windows NT 4.0.
* 11.1999 - Microsoft Certified IT Professional: Microsoft Exchange Server 5.5 Series – Concepts and Administration.
* 11.1999 - Microsoft Certified IT Professional: Microsoft Exchange Server 5.5 Series – Design and Implementation.
* 09.2000 – Business Registers: Setup, Use and Maintenance.
* 04.2007 – I T Certificate – Ms Office State Administration Pack.
* 01.2009 – Proficient User in English – level C1.
* 10.2011 – Business Communications in English - level B1.
* Small team leader and coordinator (up to 6).
* Customer service.
* Extensive hands-on experience in networking, Windows systems administration, troubleshooting and repair.
* Designed, installed, configured and maintained complex routed LAN and WAN networks.
* Supervised permanent and contract personnel. Excellent communication skills with the ability to interface at all levels.
* A team player who also can work well independently.

DETAILED CAREER HISTORY   
From October 1992 - Present

Regional Statistical Office – Yambol, Bulgaria

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| Period:  Company Name:  Position:   Technologies Used: | May 2005 - Present  RSO - Yambol  Head of IT Department  HP Intel, Microsoft 2003/2008 Server, My SQL Server, My SQL Client, Microsoft Office 2003/2007, Windows XP/ 7, Active Directory, Oracle BI Publisher, OLAP, Symantec |

* Local network administration (Microsoft NT Server, Microsoft 2008 Server).
* Join to NSI`s AD 1 Server and 24 workstations with new users.
* Administration and maintaining of connection with NSI via Exchange Server.
* Installation, administration and maintaining My SQL Server and My SQL Clients, ODBC connections.
* Creating, backup and restore My SQL Databases. DBA administration.
* Creating queries via Oracle BI Publisher and OLAP.
* Development and implementation of a Strategy of using IT infrastructure and Data protection in RSO.

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| Period:  Company Name:  Position:   Technologies Used: | | | | July 2001 - May 2005  RSO - Yambol  Head of IT Department  Microsoft NT Server, Informix Server, Informix Client, Microsoft Office 2000/2003, Windows 98/2000, XP, Exchange Server 5.5, Exchange Client 3.2, SQL | | | |
| * Local network administration (Microsoft NT Server, Domain Administrator). * Setup of different operation systems (Windows 98, 2000, XP). * Administration of connection with NSI via Exchange Server. * Installation and maintaining Informix Server and Clients SDK 2.5, ODBC connections. * Daily full backup of local databases and continues backup of logical logs. | | | | | | | | | | | | |
| Period:  Company Name:  Position:   Technologies Used: | | | | December 1998 - July 2001  RSO - Yambol  Expert in IT Department  Microsoft NT Server, Informix Server, Informix Client, Microsoft Office 2000/2003, Windows 98/2000, Exchange Server 5.5, Exchange Client3.2, SQL, Clipper, Dos, PE2 | | | |
|  | | | |  | | | |
| * Local network administration (Microsoft NT Server, Domain Administrator). * Setup of different operation systems (DOS, Windows 3.1, 95, NT, 98, 2000). * Administration of connection with NSI via Exchange Server. * Design of business cards, corporate brochures and calendars (Word, Excel, Publisher). * Installation and maintaining Informix Server and Clients SDK 2.5, ODBC connections. | | | | | | | | | | | |
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| Period:  Company Name:  Position:   Technologies Used: | | | | October 1992 - December 1998 RSO - Yambol  Specialist in IT Department  Dos, Clipper, Novell Server, Novell Client, Word 5.0, Windows 3.1/98, PE2 | | | |

* Statistical data handling, preparation of reports and management information.
* Local network administration (Novell, Windows 3.1/98)