

Résumé

Omar E. Caballero

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Career Summary

Excess of eighteen years of Information Technology experience; last 11 years in Management. Specifically requested by Senior Staff to design and implement International Wide Area Network for acquisitions made in Europe. Strong analytical, interpersonal, oral and written communications skills, a high level of self-motivation, flexibility and leadership. Currently pursuing Project Management Professional (PMP) Certification.

Professional Experience

I/T Consulting Services: Tracz & Associates – Palos Heights, IL; **Concept One Video** – Downers Grove, IL; **Steiner System** – Warrenville, IL; **Artistic Impressions** – Lombard, IL

- Services include Implementation and support of **MS Windows 2003 Server, MS Exchange Server, Citrix Metaframe/Presentation Server, Idealstor Disc to Disc & iBack backup solution, Veritas Tape Backup software FTP Services, End-User support.**

State of Illinois – Central Management Services (CMS) Chicago, IL September 2006 – Present
Information Technologies/Telecommunications Procurement Portfolio Manager

- Reporting to the Deputy Director of Bureau of Strategic Sourcing and Procurement (BOSSAP) and responsible for procurement staff of 6.
- Responsible for State-wide agencies' procurements as they relate to I/T and Telecommunications valued at up to \$500M.
- Involved in large-scale projects affecting State-wide ERP systems.
- Increased productivity of staff by 60% by maintaining work schedules, goals and weekly staff update meetings
- Authorized to sign and approve procurements on behalf of the Director of CMS up to \$1M.

Optimum Nutrition, Inc. Aurora, IL – Global manufacturer of Nutritional products and supplements.
November 2001 to May 2006 – **Information Technologies Manager**

- Reporting to the Chief Financial Officer I managed and directed a support staff consisting of a Help Desk, Network Engineer, Database Administrator, I/T Liaisons, external Consultants and Vendors.
- Developed and Managed annual I/T budget that was successfully tied to the growth of the organization.
- Projects Managed include:
 - Developed the I/T Liaison Support Chanel which led to a reduction of end-user support calls by 73%.
 - Design and Implementation of Local Area Network expansion consisting of Windows 2000, Windows XP and Wide Area Network to accommodate the company's 20% growth.
 - Implemented a Cost Reduction initiative by reducing consulting services and increasing in-house expertise resulting in a savings of 62% annually.
 - Developed Workstation standards to reduce support calls by 46%.
 - Successful upgrades of Great Plains v5 to v6, v6 to v7, v7 to v8
 - Implemented Wireless Access thru-out the facilities to accommodate integration of Bar Coding system.
 - Inventory Bar Coding system
 - Relocation of I/T and Telecommunications services to new facilities.
 - Integration of acquired company into the Corporate Infrastructure.
- Reason for leaving: Company outsourcing I/T.

EnPointe Technologies Oakbrook, IL – Leading International Information Technologies consulting organization. May 2000 to November 2001 – **Consultant/Project Manager/Liaison**

- Reporting to the Regional Technical Services Manager, I successfully implemented end to end solutions for Regus Business Centers, the largest customer which resulted in an annual sales increase of 27%.
- Managed a successful relocation for Harza Engineering/Montgomery Watson configuring Cisco PIX Firewall and Routers, Network Administration, ADIC DLT using Veritas Tape Backup Software.
- Delivered I/T Support to Nisan Motor Corp. which resulted in cost savings of personnel to the customer.
- Managed the Technical Support group that provided consulting services and upgrades which led to an increase of I/T Services revenue of 12% annually.
- Reason for leaving: Recruited for a better more stable opportunity at Optimum.

Babson Brothers/Westfalia-Surge LLC Naperville, IL – Leading International manufacturer of dairy facility automation. June 1998 – January 2000 – **Network Services Manager**

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- Reporting to the Chief Information Officer with a staff of 3 Technical Support personnel.
- Supervised the Local and Wide Area Network support functions 6 remote locations.
- Projects Managed Include:
 - Successful restructure of Local and Wide Area Networks to support Y2K compliance.
 - Implemented a cost savings initiative of 14% by converting Telecommunications methods from Point-to-Point technology to Frame Relay technology.
 - Responsible for contract negotiations and provisioning communications lines with AT&T, MCI, Norlight Communications, Frontier Communications.
- Reason for leaving: Company was acquired and released management staff.

The Chamberlain Group, Inc./ Duchossois Industries Elmhurst, IL – World leader in manufacturing garage door openers, gate openers, orbital waxers. May 1997 to June 1998 – **Network Systems Analyst**

- Reporting to the Technical Services Manager I developed and implemented a Company-wide computing standard for hardware and software.
- Projects Managed include:
 - New product implementation allowing the efficient management of the Wide Area Network equipment. (Cisco Works, CA Unicenter)
 - Reduced Telecommunications costs by 31% annually by converting technologies from Point-to-Point technologies to Frame Relay technologies.

September 1995 to April 1997 – **System Integrator**

- Reporting to the Operations Manager worked with the Mainframe and AS/400 Developers and Operators to integrate NetWare and MS Windows NT system with their legacy systems.
- Projects Managed include:
 - Integration of remote facilities in Germany, France, Netherlands and US Regional offices to Corporate Headquarters systems.

August 1992 to August 1995 – **PC Network Specialist**

- Reporting to the Operations Manager providing Local Area Network support services for over 300 users located throughout the United States.
- Supervised Local Area Network traffic, Hardware and Software configurations to ensure Network reliability and compatibility with other platforms.
- Reason for leaving: Recruited for a better opportunity at Babson, closer to home.

Sentinel Computer Services Oakbrook Terrace, IL – Leading Information Technology consulting corporation. 1992 to 1992 – **Technical Sales Support Engineer**

- Developed Local Area Network Integration division by providing technical support for sales staff.
- Managed Local Area Network designing, implementation, upgrades and modifications for all levels of Novell NetWare.
- Reason for leaving: Recruited for a better opportunity at Chamberlain.

Technology Experience: Microsoft Windows 95, 98, 2000, XP, 2003 Server, MS Exchange, MS Terminal Server, MS SQL 2000, MS Dynamics (formerly MS Business Solutions/MS Great Plains), Novell NetWare, Citrix Winframe/Metaframe, VERITAS Tape Backup Software, Cisco Wireless Access Points, Cisco Routers and PIX Firewalls, ADTRAN CSU/DSU, Hewlett Packard/Compaq Servers, Dell Servers, ADIC Tape Backup Storage device, Intermec 2435 Scanners, Maximum Data interface with Great Plains. InterTel VoIP Telephone System.

Education:

- October 2008 – Bryant University – Smithfield, RI - Project Management Certificate
 - Currently preparing for PMP certification.
- March 2001 – National Louis University – Lombard, IL - Bachelor of Arts-Concentration in Management
- December 1999 – Microsoft Corporation - MCP/MCSE
- March 1991 – Novell - Certified NetWare Engineer; NetWare 5 CNE
- 1983-1984 – College of Automation – Chicago, IL - Associates Degree/Certificate in Computer Programming

Languages: Spanish

References: Available upon request

Memberships: Project Management Institute (PMI); Board Member The Kevin Meyer Memorial Foundation