

TODD WASIELEWSKI

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CAREER SUMMARY

During my career, I have progressed in responsibility from working the helpdesk to administrating enterprise systems to building and managing a state of the art Network Dept. Additionally, I served seven years for the United States Navy and received the Navy Achievement Medal for managing the installation and configuration of a Top Secret SCI system. Upon separation from the Navy, I primarily work with law firms ranging in size from several hundred employees to several thousand employees. I love my occupation immensely.

Here is a brief overview touching upon a small example of accomplishments:

- Separated an organization from Ernst Young, creating a successful and cohesive Engineering group from scratch
- Migrated enterprise systems like Lotus Notes to Exchange
- Selecting a hosted datacenter and transitioned primary operations to the hosted datacenter
- Implemented modern technologies like VOIP, SAN, Virtualization, WAN Acceleration, etc
- Setup and managed permanent and temporary offices
- Manage over 700 servers distributed internationally
- Created enterprise and chaired IT change management
- Project manager for dozens of upgrades, migrations and new technology implementations.
- Streamlined and automated many manual processes

BUSINESS EXPERIENCE

Morgan Lewis & Bockius LLP

2014 -

A thirty-seven hundred employee - international law firm that specializes in multitude areas of law.

Manager of Network Services

Responsible for daily server Operations. Morgan has 2000+ servers distributed across 28 offices in North America, Europe, Asia, and the Middle East. I joined Morgan Lewis via the acquisition of Bingham McCutchen LLP.

A small example of my contributions within the first 10 months.:

- Played an integral role in the majority of Bingham to Morgan integration processes
- Personally took the lead in retiring 300+ servers and continuing to support several hundred more
- Architected creative solutions to address integration issues
 - Reacl Bingham data
 - over 500 million files distributed across 310 shares and consuming 600+ TB
 - Created scripts to reacl content
 - Created SQL database to track jobs/progress
 - Created web front-end to manage jobs
 - Using SQL Server Reporting Services (SSRS) I created a dashboard to show real-time progress and allow folks to drill-down for specific details.
 - Single handily stepped up to lead Tokyo Office separation from firm

- Explained to others why their proposal had too much risk and effort involved. Countered with my own proposal and told them I'll take responsibility for the results
 - Provided Tokyo all the information they needed 2.5 weeks before deadline and final cutoff transition took 4 hours vs 2 days as they anticipated.
- Architected a security framework/process to accommodate the requirements from our General Counsel and yet easily grant specific Morgan Lewis employees access to specific Bingham content.
- Architected Bingham EAS archive to ML Symantec Enterprise Vault migration methodology
 - 1150 users, 110 million emails migrated
 - Created custom SSRS dashboard that integrated 3 different databases, providing real-time migration status
- Created several reporting methodologies for Bingham content
 - Crawled Bingham "Litigation" Data and provided several metrics for "working files" via SSRS dashboard
 - Created a process to "quickly" produce a vast amount of various file/directory metrics against all the Bingham file data.
 - crawled all of Bingham's files, collecting metadata on each file and ingesting into a DB that grew to 500+GB, listing over 500 million files.
 - Rearchitected DB so average search time was reduced from 45 minutes to 3.
- Improved existing Morgan Lewis systems/processes
 - Wrote script to check DNS across all ML servers and report back with any issues. I identified 18 servers that I repaired, stabilizing our AD trusts.
 - Improved ML patching process for their first patching deployment in almost a year.
 - Cleaned up our teams sharepoint site
 - I closed over 2/3's of our teams Servicenow requests
 - Created connectivity documents for several applications that were missing their documentation
 - Created proposals to mitigate patching issues, implement an enterprise monitoring solution, etc.
 - ReArchitected ML server inventory
 - Created new ML server inventory
 - Associated server inventory to application inventory
 - Assisted with improving Morgan Lewis's Change Management Process
 - Created CM reporting
 - Established consistent weekly meeting
 - Assisted with redesigning Change Management Request Form

Bingham McCutchen LLP, Boston, MA

2009 - 2014

A two-thousand employee - international law firm that specializes in multitude areas of law.

Senior IT Operations Manager

Responsible for daily Network Operations, Messaging, IT Change Management, Netops Disaster Recovery, Data Governance. I joined Bingham McCutchen via the acquisition of McKee Nelson LLP.

- Perform managerial duties: writing evaluations, hiring new staff members, preparing budgets and managing variance
- Manage day-to-day administration of 700+ servers internationally
- Architected / implemented e-mail archiving for our Tokyo Office
- Integrated all of the McKee Nelson systems into Bingham and retired Lexis Datacenter and two Offices
- I'm the primary person other groups approach to trouble-shoot application performance issues
- Implemented a formal change management process
- Implemented a formal patch management program that incorporated patching 725 servers across 8 weekends to two weekends

- Leveraging my Autonomy IDOL experience, I replaced our EAS AltaVista indexes with IDOL
- Improved network and system monitoring
- Implemented an IT communication policy for maintenance events
- Introduced DR for dozens of systems and established documentation and testing
- Prepare meaningful monthly/quarterly metric reports
- Performed various assessments to mitigate service disruptions
- Publish a daily OPS report, listing upcoming application pushes, recent outages and scheduled weekend maintenance
- Finished Lit Tech Centralization that involved enormous volumes of data and numerous applications from all our offices to Boston/SF hosted datacenters
- Rebuilt my team after Firm reallocated the staffing to the Global Service Center opened in Lexington Kentucky
- Improved upon data governance
 - Architected and developed a .net application that introduced a framework to EASILY work/manage unstructured file content through all phases from birth-to-death.
 - Allows e-discovery dept to create matter folders that are presented behind DFS
 - Automatically locks down folder if client was identified as being secured
 - Reports on storage consumed by matter and client
 - Reports on rogue created folders
 - Dashboard to show available space across volumes
 - Will look at finance system and report on folders associated to matters that are no longer billing
 - Automates archiving and transition of folders to third tier storage
 - Customer desktop client, where our customers can request access and mark folders as their favorite for quick and convenient access
- Performed and managed server migrations
- Migrating email archiving from Autonomy EAS to Symantec Enterprise vault. 64TB over 300 million messages
- My took over messaging
 - Brought consistency to all our exchange servers (standardized on version, config, etc)
 - Upgraded tumbleweed to mailgate
 - We had 3 different versions of communicator in place, migrated everything to Lync and retired previous installations
 - Upgraded DELL EMS and standardized agents across enterprise
 - Migrated 38K public folders from exchange 2003
 - We had three versions of BES running. Finished BES migrations and retired previous installations
 - Revamped eDiscovery capacity and procedures, doubling production

In summary: I assemble and manage dedicated and productive teams. We deliver on any challenge presented to us and resolve issues / propose solutions for situations that others are struggling with. My team has a reputation for consistently delivering top-notch service/products on time and more often than not without encountering a customer complaint.

Network Operations Manager (While organization was McKee Nelson LLP 2004-2009)

Responsible for entire backend infrastructure including the design/management of server rooms, WAN design, storage procurement, hosted datacenter selection/management, DR design/implementation, management of all networking systems and personnel. I report to and provide budgeting and planning assistance to the Chief Information Officer.

I am a hands on manager who participates in the majority of weekend maintenances, I routinely bounce ideas and questions off my colleagues and I make sure they have the tools necessary to be successful. I believe in performing as much work as possible internally while using consultants to validate our design, especially when it comes to core technologies.

I think my greatest strength is being able to accurately provide a timeline to transition to new technology and adhere to that timeline.

Summary of significant accomplishments include:

- I came onboard and separated McKee Nelson technology from Ernst Young, providing McKee Nelson their own backend systems which included WAN/LAN installation, VOIP (Cisco), Citrix, accounting systems (Elite), Servers (HP Proliant) etc.
- Responsible for recruiting my team and establishing policies and procedures.
- Responsible for all technology related items in moving NY office, including server room and IDF closet builds, switch to VOIP during the move, porting of DIDs, installation of switches, routers, firewalls, WAN accelerators, etc.
- Responsible for design and build out of new DC server room
- Converted firm from Lotus Notes to Exchange 2003 without one user complaint.
 - I personally developed co-existence strategy for the four week migration period and wrote all of the translation files myself because I considered the process to important to delegate to others.
 - Developed e-mail archiving strategy/procedures that 99% of the customers are pleased with
- Responsible for SAN selection and implementation. (We use Fibre, CIFS, NFS. Perform scheduled snapshots and replicate SAN data to other locations.)
- I quarterbacked the hosted datacenter search and selection process.
- I virtualized 89% of our servers to VMWARE, implemented WAN acceleration, moved 2/3's of our core operations to the hosted datacenter.
- Recruiting – I recruited a wonderful and dedicated team. I also recruited the Applications Manager who compliments my team since our groups interact frequently.
- Moved primary operations from DC to hosted datacenter in Ohio
- I negotiate very favorable terms/prices on technology purchases and implementations.

SWIDLER BERLIN SHEREFF FRIEDMAN, LLP, Washington, D.C.

2000 to 2004

A four hundred fifty person headquarter office of a national law firm that specializes in several areas of law including antitrust, telecommunications, environmental and litigation.

Network Operations Manager (and hands on Network Engineer)

Responsible for management of all networking systems and personnel. Provided budgeting and planning assistance to the Information Technology Director.

Summary of significant accomplishments in position include:

- Improved business continuity by:
 - Established documentation standards
 - Wrote a web based "Change Control" program to log backend server and application changes and then automatically alert all of the Firm's network operations employees.
 - Replicated core file / SQL servers
 - Authored and implemented dozens of Network Operations policies and procedures
 - Established enterprise backup retention policies
 - Implemented backups between offices via 100mbps VPN
- Reinstalled, reconfigured, replaced and/or upgraded every network server and network infrastructure components for improved performance and reliability
- Negotiated dozens of maintenance and service contracts, achieving favorable terms for the Firm.
- Developed my colleagues into invaluable firm assets
- Determined new hardware specifications and negotiated the purchase of

- Instituted automatic network monitoring and alerting and a 24*7 duty engineer watch plan and biweekly Sunday Maintenance (I also participated in over 90% of the biweekly maintenances and took duty for folks going on vacation or out sick.)
- Performed employee evaluations which praised their successes and offered guidance in areas that need improving.
- Actively involved with computer room build outs and remodeling

Achievements in my Network Engineer capacity

- Replaced all Netware servers with new hardware. (Performed 4.11 to 5.1 upgrade during migration)
- Replaced all NT4 server Hardware and upgraded to Windows 2000
- Installed Citrix Metaframe servers for remote access
- Installed EAS (Exchange Archive Solution)
- Installed LegalKey
- Assisted with ADP installation (Worked with ADP)
- Assisted with upgrade to Elite Enterprise (Worked with the Gerrity Brothers)
- Upgraded Checkpoint Firewalls
- Installed site-to-site tunnel for inter office encryption
- Created Zenworks application packages
- Create winbatch programs (Example: migrate customers NT4 profile to AD account)
- Moved Exchange 5.5 server to new hardware
- Implemented enterprise-wide Active Directory directory services
- Upgraded Exchange 5.5. to Exchange 2000
- Implemented Client site-to-site VPN solution to replace 56K circuit
- Implemented daily backups between DC/NY
- Implemented internet and e-mail redundancy for DC/NY
- Rolled out next generation desktop firm-wide (OS=XP, Office XP switched DMS from DOCSOPEN to iManage)
- Migrated from Netware to active-directory and to NT file/print servers. Retired Netware.
- Implemented internal DNS and retired WINS
- Built a dedicated client network in our DMZ comprising of Vmware, Citrix, RSA and Windows 2003.

DEWEY BALLANTINE LLP, Washington, D.C.

1998 to 2000

Nearly a two hundred person branch office of an international, New York City-based law firm, specializing in international trade, corporate, litigation, tax, environmental, energy and communications law.

Network Engineer

Responsible for the operation of all backend systems which include servers, switches/routers and desktop images. Performed technical troubleshooting and upgrades. Upgrades included a network operating system migration from Novell NetWare 4.0 to NetWare 4.11 with newer hardware, DOCSOPEN migration to newer hardware and Microsoft Windows NT 4.0. Managed DHCP/WINS servers.

Worked alongside our NY colleagues to design and implement Citrix servers for remote access. Implemented T1 for internet browsing along with a Checkpoint firewall in DC. Wrote Winbatch scripts for entire firm following NY's requirements.

Responsibilities included:

- Perform equipment configuration, installation, upgrades and maintenance.
- Document and prepare procedures for all technology-related systems.
- Ensure backups and disaster recovery procedures are implemented and tested routinely
- Create application packages using Wininstall and later on Zenworks

REED SMITH SHAW MCCLAY, Washington, D.C. and Mclean Virginia

1994 to 1998

A one hundred and eighty person DC branch office and a 30 user Mclean Virginia branch office of a Pittsburgh-based law firm, specializing in Healthcare, Tax, government relations law.

I handled all PC, Server, Communication issues for the DC office (180 customers) and the Mclean Office (30 customers).

I started in the PGH office assisting with the implementation of the firm's first "Intel" based network/desktop. After assisting with the DC office move, I was invited to remain in DC. Responsibilities included administrating/maintaining 5 NOS servers and 4 NT servers. Rolled out Microsoft Exchange, Single handedly upgraded 200 Workstations from Windows 3.1 to 95 in one weekend. Set up and managed 5 Cabletron hubs. Solved Frame Relay issues. Installed and configured Spectrum Element Manager to monitor and alert us of any WAN / Server problems. Extended NOS and NT volumes. Provided application / Help desk support. Handled the phone switch (SYS75) and Voicemail (Audix). Upgraded SQL server from 4.0 to SQL 6.5. Assisted with the migration of 600 firm wide customers from a Unix proprietary platform to NOS running Exchange, Office and DOCSOPEN. Documented all software rollouts and server changes in a Microsoft Access database I wrote. Created numerous connectivity charts that I shared with our other offices. Primary liaison to PGH for all IT related matters in DC.

DATAPROCESSOR UNITED STATES NAVY (Japan)

1987 to 1994

My last tour which was three years at Kami-Seya Japan, I was managing ten distinct LAN and WAN systems simultaneously, encompassing 5 continents and over hundreds of workstations. These systems were comprised of SUN, Hewlett Packard and NeXT running UNIX, VAX 8650 and VAX 4000 operating VMS 5.0, PC based servers executing Novell 3.11. I created boolean statements to define Message queues and profiles, created a great deal of VMS Com jobs. Drafted intricate system connectivity charts used for VIP presentations. Performed a technology-extensive installation in Japan which earned me the Navy achievement medal by direction of the Secretary of the Navy.

EDUCATION

- Dataprocessor Class "A" School (SanDiego Naval School Command)
- Central Texas College 91-93 (part-time classes while in the Navy)
- 605 Novell Netware tcp/ip transport course
- Personal Computer Security (DIA)
- Automatic Data Processing Security (DIA)
- Computer Risk Assessment (DIA)
- Ethernet 802.3 / FDDI (Cabletron)
- Routers and Repeaters (Cabletron)
- TCP/IP (Cabletron)
- Microsoft Exchange (Knowology)
- Advanced Windows 95 (Knowology)
- CTX-302.2 Metaframe Administration (Emergent Technologies)
- Netware Cluster services (Novell Herndon VA)
- Zenworks Mastery Course (Novell Herndon VA)
- iManage Administrator and Engineer course (iManage course conducted in DC)
- VMware Infrastructure 3: Fast Track (Global Knowledge Ballston VA)

REFERENCES

Furnished upon request