ROWILMA BALZA

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Highlights:

- Dedicated IT professional with extensive background in all facets of systems administration of PC and Unix-based operating systems and applications; Nine years demonstrated experience in web technologies; Well-versed on campus policies on IT and research.
- Proven analytical, problem solving, leadership, organizational and multi-task management skills
- Strong verbal and written communication skills

Professional Experience:

Information Technology Manager for the Department of Economics and the Econometrics Laboratory (EML), University of California, Berkeley, California, January 2005 - Present

Oversee the daily operations the EML and Department IT facilities and services to ensure system reliability, stability and security. Provide systems administration, network infrastructure management, documentation, and end-user consulting. Manage computer servers, user accounts and computer facilities. Administer departmental Organizational Unit within the Campus Active Directory structure.

Provide direction and coordination of IT and technical projects. Formulate and implement long and short term strategies for the development, enhancement of the Department IT and EML infrastructures and services.

Perform budget management, conduct hardware and software acquisitions and maintenance, manage expenditures and ensure appropriate use of various intramural and extramural grants, endowment funds, awards, department funds and other extramural sources. Conduct staff supervision and training. Serve as a CalNet Deputy and Equipment Custodian.

Research Center Facilitator for the Econometrics Laboratory (EML), Center for Labor Economics (CLE) and Program in Psychological Economics (PIPE), University of California, Berkeley, California, September 2003 – December 2004

Provided administrative, accounting and fiscal management support. Implemented systems that significantly increase office productivity. Oversaw administration of contracts, grants, subcontracts, research agreements and gifts.

Created and maintained the websites for the centers, courses, faculty and special events. Re-designed websites for better manageability. Administered and maintain centers' computers.

Collaborated closely with the directors in establishing long-range goals and developing implementation plans. Acted as liaison with other departments, research agencies and foreign institutions. Facilitated special projects focused on research collaboration and information dissemination. Coordinated arrangements for short and long-term visiting faculty, graduate students and researchers.

Econometrics Assistant for the Econometrics Laboratory, University of California, Berkeley, California, June 1999 – Sept 2003

> Provided administrative and accounting support to an average of eight faculty members, including the director and manager, while maintaining confidentiality of sensitive materials

> Created and maintained several course websites, faculty homepages, special event homepages and various other web pages on the Economics website. Redesigned the brand and image of the Economics Department's website.

> Planned, organized and managed logistics for conferences and special events. Provide consulting for PC and web-related matters for faculty, staff and students.

Technical Skills:

Operating Systems: Unix-based Solaris, PC Based Windows 95/98/ME/NT/2000/XP/2003/Vista, Mac OSX, Linux, DOS

Web Design/Scripting Skills: HTML, XHTML, JavaScript, CSS, Server Side Includes, XML, Shell scripting, PHP, Awk, C

Software Applications: MS Office (Word, Excel, Access, Powerpoint), Corel Office Suite (WordPerfect, Quatro Pro), Scientific Word, Adobe Creative Suite, PeopleSoft (BFS), GhostScript Tools, Adobe Acrobat Suite, Mozilla Firefox, Internet Explorer, Netscape, Opera, Chrome, Thunderbird, vi, Pico, Emacs, X-windows; ZoneAlarm Firewall; Windows XP/Server firewall; Symantec Antivirus and Firewall;

Network-related PC applications: PC-Pine, WinZip, SSH Secure Shell, Putty, WinSCP, Exceed, Command line telnet and FTP; Cisco VPN

Graphic Design Applications: Adobe Photoshop, Adobe ImageReady, Presto ImageFolio

Web Editing/Designing Software: HTML-Kit, Dreamweaver

Trained PC Technician (UC Berkeley Economics Internal Course)

Education:

B.S. Agricultural Economics, 1997, University of the Philippines, Los Baños, Laguna, Philippines
Continuing education in scripting and unix system administration

References:

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