

**Virginia L. Morris**  
**Mobile (850) 545-9979 | Home (850) 627-3660**  
**ginny@ginnymorris.com | <http://www.ginnymorris.com>**

## **Education**

Florida State University; Tallahassee, Florida January 2005 – May 2009  
B.S., Information Technology

Florida State University; Tallahassee, Florida June 1998 – December 2002  
B.S., Exercise Science

## **Selected Experience**

Board Member, Lutheran Social Services, May 2009 - Present  
Tallahassee, Florida

- Serve on the Board of Directors for Lutheran Social Services of North Florida (LSSNF) as the Representative for Project SPARTA
- The Board is responsible for approving issues relating to LSSNF and supervising the Executive Director position
- Vote on funding for projects sponsored by Lutheran Social Services of North Florida
- Research and represent technology related items as it relates to the board

Systems Administrator, Lutheran Social Services, April 2008 - Present  
Tallahassee, Florida

- Administration of a Linux Server running Cent OS 5, a Windows 2003 Server, and a Windows 2008 Server
- Installation and maintenance of a PHP based time clock software
- Installation of software on the servers
- Maintenance of the file network
- Responsible for Server Security
- Managed a team responsible for designing and installing a new network for LSS
- Members of the network installation team built and installed a router running Linux Cent OS 5. The router is programmed to subnet the LSS network.

Staff Assistant, Agency for Persons with February 2009 - Present  
Disabilities, Tallahassee, Florida

- Serve as the Personal Assistant to the Deputy Director for Operations
- Review and Prepare all correspondence for the Deputy Director's Signature
- Manage the Deputy Director's Calendar and coordinate meetings and conference calls for the Deputy Director
- Prepare all Personnel Paperwork for the Deputy Director's office and his direct reports
- Read all of the Deputy Director's email and act on urgent issues
- Prepare Data and Reports for distribution to Executive Management, Area Offices and the Central Office by the Deputy Director
- Take Minutes for Conference Calls the Deputy Director Holds
- Serve as the Technology Liaison between the Operations Office and the IT Office. This includes servings on workgroups and assisting with the Sharepoint Forms Project
- Respond to and assign the Executive Director and website correspondence for response. Triage issues, emails, and letters that need research or assistance from Area offices
- Secretarial Duties such as purchasing offices supplies and equipment, arranging travel and reimbursement documents, and office management
- Supervise Clerk Position

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Staff Assistant, Agency for Persons with  
Disabilities, Tallahassee, Florida

June 2003 – February 2009

- Purchase Office Supplies and Equipment
- Prepare travel arrangements and reimbursement documentation
- Respond to and assign the Executive Director and website correspondence for response
- Responsible for Database creation and maintenance
- Secretarial Duties
- Supervise Clerk Position

### **Skills**

Software:

- |  |                                  |                            |
|--|----------------------------------|----------------------------|
| ▪ Windows 98, XP, Vista, Server 2003, Server 2008        | ▪ Lotus Notes                    | ▪ Aptana (Web Development) |
| ▪ Linux  | ▪ MySQL                          |                            |
| ▪ Microsoft Office including Project, Visio and InfoPath | ▪ Microsoft Visual Web Developer |                            |

Other Technical Skills:

- |  |  |  |
|--|--|--|
| ▪ Server Administration                  | ▪ Server Security                            | ▪ Making network cables                        |
| ▪ Internal hardware installation         | ▪ Database Generation, Input, and Management | ▪ Troubleshooting hardware and software issues |
| ▪ Installing wired and wireless networks | ▪ DNS Management                             | ▪ Project Management                           |