

John L. Mota
835 W. Harney Lane #13
Lodi, CA 95240
HM : 209-339-1464
WK : 916-854-3728
www.johnmota.20m.com
motajohn@hotmail.com

PROFESSIONAL EXPERIENCE

- 2002 - Present Plans, Operations, & Security – Communications, CA National Guard, Sacramento
Information Systems/Digital Communications Systems Technician
Manage and maintain the Directorates Information Systems, Digital Communications and Secure Communications Systems. Control the use and distribution of computer systems throughout the Directorate. Develop, Design and Manage the web assets to include internet, intranet and extranet for the Directorate. Train personnel in the use of hardware and software assets.
- 2001 Directorate of Administration-Records Mgmt Branch, CA National Guard
Web Manager/Management Assistant
Develop and manage the current California National Guard Administration Directorate Website. Convert paper forms and regulations to electronic format and make them available on the Administration Website.
- 2001 Mota Dairy Services, Los Banos, CA
Computer Specialist/Electrician
Installed and maintained electrical and automation systems. Technical consultant and repairman on computer matters. Trained and assisted others on the use of computer software and hardware.
- 2000 - 2001 Deputy Chief of Staff for Personnel, U.S. Army, Fort McNair, DC
Computer Specialist
Integral part in the production and operation of graphic tools and computer systems. Technical consultant on computer, web, graphics, and communications matters. Operations and Evaluations expert in the performance of State Funeral Exercises.
- 1998 - 2000 Headquarters Command, U.S. Army, Fort Myer, VA
Webmaster/Terminal Area Security Officer
Developed and maintained websites for an organization consisting of over 3,800 personnel. Edited graphics using available public stock or creating them when necessary. Technically assisted other government agencies in the development and management of intranet/internet assets. Ensured the physical security of data processing equipment within the organization. Setup new users on the network with email and network access. Performed computer system hardware and network troubleshooting, analysis and repair.
- 1996 - 1998 333rd Signal Company, U.S. Army, Okinawa, Japan
Communications Systems Operations Chief
Responsible for the operation and maintenance of eighteen Defense Communications Systems sites. Provided technical assistance and developed computer based training for three team chiefs and ten maintenance personnel in matters relating to circuit performance, capabilities and utilization. Interfaced on a regular basis with Army, Air Force, Marine, Navy and Japanese agencies in support of the Japanese Reconfiguration and Digitization Network.

John L. Mota
1994 - 1996

349th Signal Company, U.S. Army, Okinawa, Japan
Communications Systems Maintenance Chief
Information Systems Security Officer
Information Systems Manager

Supervised fourteen personnel in the maintenance of the Joint Chiefs of Staff Contingency Satellite Communications Terminal, including two antenna systems, two 30KW generators, and three trucks worth over 9.6 million dollars. Supervised maintenance up to and including the intermediate general support level. Served as the primary supervisor in ensuring information security of all data processing equipment for a 112-person organization. Managed user accounts and password access to ensure only authorized use of government information systems. Accountable for security, operational readiness, and maintenance of computer systems valued in excess of \$85,000.

1992 - 1994

U.S. Army Information Systems Engineering Command, Fort Huachuca, AZ
Digital Communications Systems Analyst
Information Management Area Coordinator

Technician in a Wideband Technical Evaluation Team. Used Test, Measurement, and Diagnostic Equipment (TMDE) for the collection and analysis of performance data on Defense Communications Systems. Repaired and upgraded a Microwave Communications Test Lab to be used for training and testing of computer software and automated evaluation procedures. Primary supervisor ensuring information security of all data processing equipment for a 160-person organization. Ensured only authorized use of government information systems through management of user accounts and password control.

EDUCATION and TRAINING

University of Maryland
BA Computer Studies – Information Systems Management
· Expected Graduation in 2003

2002	DMS Operating System Administrator Course
2002	Global Command and Control System (GCCS) Workstation Operator Course
1999	US Army COMSEC (Communication Security) Custodian Course
1993	Microwave Systems Supervisor - BNCOC
1993	US Air Force Digital Communications Systems Analyst Course
1991	Microwave Communications Systems Repairer/Operator Course

SECURITY CLEARANCE

Currently hold a Secret Clearance.

Previously held a Department of Defense Top Secret/Special Compartmented Information (TS/SCI) Clearance.

TECHNICAL SUMMARY

Microsoft FrontPage, Netscape Composer, HTML, DHTML, Javascript, Windows 95/98, Windows 3.xx, MS-DOS, Windows NT/2K/XP, LINUX, MS Office Suite (Word, PowerPoint, Excel, Access, Outlook and Publisher), MS Sharepoint Team Services, JASC Paint Shop Pro, JASC Animation Studio, Adobe Photo Deluxe, Adobe Photoshop, Adobe Illustrator, Adobe Acrobat, CorelDraw, PhotoMorph Movies, MGI PhotoSuite, Lotus Freelance Graphics, Harvard Graphics, Macromedia Flash MX, MS Gif Animator, BASIC, FORTRAN, C++

LANGUAGES

U.S. Army certified in European Portuguese, Brazilian Portuguese and Spanish