

Name: *Geri Linda Metterle*

## *Personal Data:*

### Education:

1976 High School Diploma  
1982 Foreign Language / Economics Correspondent  
1995 PC-Technician and Network Administrator  
2001 Journalism

### **Classes attended:**

Windows NT for Professionals, Windows NT Advanced Server, Novell 3.12 - installation, network setup, LAN basics, backups for workstations and servers, working in a LAN, user administration under Novell 3.12 and 4.11, Novell GroupWise 5.2, Access 2.0 and 95, Excel 95, MS Project 4.1, TCP/IP

### Career:

1982 – 1997 **Foreign Language Economics Correspondent**  
Netzsch Mohnpumpen GmbH

1997 – 2000 **IT Manager**  
Great Lakes Manufacturing (Germany) GmbH

2000 *Free-lancing in translations*

2001 **PR Manager**  
AIST MediaLab AG (now AIST GmbH)

Since 2001 *Free-lancing in translations, photography and journalism*  
*PR-Manager for Rescue Dogs Group*

Since 2002 *Writing for two local newspapers for the local and sports column and writing reviews on cultural events - on a free-lance basis*

### Hobbies:

Reading, music (especially musicals), plays, traveling, photography, writing, Ancient cultures and history, mysterious places and mysteries



## EDP/IT

Different operating systems, hard and software, creating web pages with HTML and Flash

*Experience as:*

### IT Manager

*Tasks accomplished* Hard and software installations (among other things a Novell 3.12 network with about 15 workstations), integrating workstations and other devices into LAN, system administration and support under Novell 3.12/ 4.11, GroupWise, NT Workstations and Server, support for Windows 95 and NT and other software, installing backup software on server, performing daily backups, monitoring systems and local network to prevent freeze-ups and system downtimes

### Y2K Manager

*Tasks accomplished* Responsible for the checks on hard and software, including card reading system of electronic access control and telephone system and their remediation, if applicable

Contact person for Y2K audits with independent US consulting firms

Preparing contingency plan for the company's electronic systems

### Data Migration Manager

*Tasks accomplished* Transferring all relevant data from old host computer system onto PCs in the frame of SAP implementation (company-worldwide)

For extracts of my online references and clients' list, please visit my website.

[GLM-Online](http://www.geri-linda.de) – ([www.geri-linda.de](http://www.geri-linda.de))