

# SHELLY R. BURRELL

## PROFESSIONAL PROFILE

### Highlights of attributes to a potential employer:

Network Technology- Astute strategies understanding of leading-edge technologies to leverage resources and to optimize productivity.

Result-driven professional with excellent communication and interpersonal skills. Accurately perform challenging tasks with precision and attention to detail. Excel at organizing, troubleshooting and taking adverse situations & making them positive.

Recognized for professionalism, positive mental attitude, and commitment to excellence. Demonstrated ability to communicate and interact with individuals from a wide range of social and cultural backgrounds.

Excellent written, verbal, presentation and computer skills.

Proficient in problem solving, with the ability to quickly adapt to the unexpected.

Valued by superiors for work ethics and open-mindedness

Extensive law enforcement experience.

Look to technology as first-line option

To contribute acquired administrative, legal, law enforcement, technical and educational preparation skills to a position that is challenging and that provides growth. Additionally, a professional with a solid understanding of business operations at various corporate environments and extremely productive in team & self base projects.

### **TECHNICAL TRAINING SUMMARY**

**Languages:** Java, C, C+, Borland, HTML

**Operating Systems:** Windows XP/2000/Professional/9x/NT/MS-DOS, MAC-OS9

**Software Applications:** MS Office (Word, Excel, PowerPoint, Access), Corel, IE

**Platforms/Protocols:** TCP/IP Suite, HTTP, SNMP, OSI, Token Ring, Ethernet, VPN

**Hardware:** Intel-Based Systems, Telecommunications, printers and various peripherals

**Certifications:** Microsoft Certified Professional (MCP) Platform NT 4.0

### **EDUCATIONAL CREDENTIALS**

Bachelors of Arts (BA) Psychology- State University of New York @ Old Westbury

Master of Science- (MS) Telecommunications- Pace University (3.57 GPA) – September 1st, 2002

Master of Business Administration (MBA) – Concentration: **Global Management**- New York Institute of Technology (NYIT) (Completion Date -12/2005) (Part-time Program)

### **PROFESSIONAL HISTORY**

NYC Department of Probation

November 1992-Present

Position: **Investigative/Supervision Probation Officer (Joint Task Force Assignment with NYPD)**

Duties: Responsible for investigating defendants' background and writing extensive reports for Kings County Judges. On- going contact with attorneys, judges, and service providers as well as other law enforcement agencies throughout the USA and Puerto Rico. Additionally contact with FBI, DEA, Immigration, federal probation, and parole on special operations. Last participated in "Operation Predator," with INS and Custom Enforcement Agents, in which illegal felons sentenced to probation, was return on federal warrants.

Additionally, just recently completed a joint criminal investigation with the FBI, which lead to a federal arrest. Currently working in the Joint Task Force with the NYC Police Department- Special Offender's Unit.

Furthermore worked as an adjunct trainer for the department for two years, where I was instrumental in providing training for newly hired probation officers. Recently provided training on a departmental Microsoft Excel compliance form, in which I modified, and trained 18 probation officers/supervising probation officers.

### **COMPUTER TRAINING/CERTIFICATIONS/SKILLS**

**Microsoft Certified Professional (MCP) (NT Server 4.0, NT Workstation 4.0, Networking Essentials and NT Server 4.0 in the Enterprise)**

**Cisco Certified Network Associate (CCNA) in progress-expected completion 11/05**

Knowledge of networking/standards/protocols (e.g. FDDI, Ethernet, Token Ring, OSI, VPN, OSPF, BGP)

Training in Satellite Networks/Assess Methods (e.g. GSM, GPS, ALOHA, TDMA, FDMA)

Training in C, C++, Java Programming, HTML, HTTP

Expertise in Windows NT 4.0, Windows 9x, 2000, Windows Professional and XP Operating Systems

Working knowledge of Microsoft Word 97, 2000 & 2003, Excel, PowerPoint, and WordPerfect

Completed an A+ Certification Program

Voice/Data Telecommunications (ATM, SONET & Frame Relay) and Wireless Communications

Knowledge of Microsoft Outlook, GroupWise, Internet Explorer, Yahoo and AOL E-mail Software

Working expertise of Local Area and Wide Area Networks' procedures/policies/protocols

### **LEGAL SKILLS/CERTIFICATIONS/EXPERTISE/LICENSES/OTHER SKILLS**

Paralegal Certificate/ Legal Database Experience: Westlaw and Lexis/Nexis

Excellent verbal, investigative, research and writing skills

Legal Proofreading Skills: Black lining, Redlining, Edgar & PR Symbols

Solid knowledge of the New York CPL (Criminal Procedure Law) and the New York Penal Law

Former Adjunct Trainer- NYC Department of Probation/computer technical support/trainer at current work site

Trained and licensed to carry a 9mm (Glock 26) semi-automatic firearm

Banking Supervisory Experience –Corporate Trust Division (The Bank of New York)

Working knowledge of corporate finance, accounting practices/procedures and data mining practices

360 Ilyssa Way, Staten Island, New York 10312

HOME (718) 605-5074

FAX (718) 605-5074

E-MAIL: SBUR123@HOTMAIL.COM