

Maxim Weinstein
57 Ashland Street
Medford, MA 02155
(781) 391-6985
max@virtualmax.com

LEADERSHIP ROLES

- **Member, national management team**, Year Up (current employer), 2006-present
- **Member, Massachusetts management team**, Year Up, 2004-2006
- **Site leader (operational manager for team of eight)**, Year Up, 2004-2005
- **Chair**, Medford Democratic Ward 8 Committee, 2004-present
- **Board member**, Friends of the Medford Public Library, 2002-2006

EDUCATION

- **Master of arts in teaching (mathematics)**, Tufts University
- **Bachelor of arts (quantitative economics and environmental studies)**, Tufts University
Academic honors included magna cum laude, Class of 1942 Prize Scholarship, Charles J. Bludhorn Prize in Economics, and Daniel Ounjian Prize in Economics.

CERTIFICATIONS & AFFILIATIONS

- **GIAC Security Essentials Certification (GSEC)**
- **Microsoft Certified Systems Engineer (MCSE)**
- **Member, HDI** (a professional association of help desk managers and analysts)
- **Member, N-TEN** (a professional association of technologists working in non-profits)

EMPLOYMENT HISTORY

Year Up, Inc. (Cambridge, MA) **Jan. 2003 - present**

National Technology Director

- "Chief geek" for a \$12 million organization with 65 staff and 400 students in four cities
- Oversee a \$400,000 capital expense budget and approve all technology purchases
- Plan, build, maintain the organization's network and systems, including a Sharepoint-based intranet, twelve Windows servers, five Exchange servers, Sonicwall VPN, layer 3 switched LAN, Mitel VoIP phone system, and Windows/Office desktop environment
- Manage a full-time IT specialist and coordinate additional service delivery by vendors, consultants, and remote staff

Site Leader

- Managed Year Up's Cambridge office, with a focus on providing high expectations, high service, and high support to our students
- Led weekly staff meetings, coordinated class schedules and coverage, contributed to performance reviews, and made final decisions on student-related issues (including student "firings")

IT Curriculum Coordinator and Learning Director

- Working to translate a \$10 million partnership with Microsoft into education and certification opportunities for staff, students, and alumni
- Coordinate the development of an IT support curriculum that is taught throughout the organization
- Taught computer applications and IT support to students preparing for IT apprenticeships and careers at top employers, including State Street, Staples, Partners HealthCare, and Abt Associates

EMPLOYMENT HISTORY (CONTINUED)

Arrowstreet Capital, L.P. (Cambridge, MA)

Nov. 2001 - Dec. 2002

Network Administrator

- Sole IT infrastructure/support specialist for a growing asset management company
- Implemented and supported Windows, Exchange, and SQL servers, Checkpoint firewall/VPN, BackupExec-based tape backup systems, Windows-based workstations, Bloomberg information system, and custom applications
- Developed disaster recovery plans and system upgrade plans to mitigate risk of downtime

Empirix, Inc. (Waltham, MA)

Feb. 2000 - Nov. 2001

Systems Engineer

- All-around IT specialist for a fast-growing software company
- Implemented and supported Windows, Exchange, SQL, IIS, and UNIX servers, Checkpoint firewall, Nortel VPN, Cisco LAN equipment, fiber-connected SAN backup systems, and Windows-based workstations
- Provided desktop and remote support to domestic and international users
- Mentored and trained two IT support specialists

Productivity Point International (Iselin, NJ)

Feb. 1998 - May 1999

Technical Training Specialist

- Taught computer applications classes to end users and Microsoft certification classes to IT specialists at Fortune 500 clients, consistently receiving top ratings for instructional quality
- Spent eight months at Bristol-Myers Squibb serving as a lead trainer for a 20,000-user rollout of Windows NT and Netscape Communicator and becoming the company's resident expert on the latter

IN THEIR OWN WORDS

Managers

- "Max is incredibly open to feedback and is truly a continual learner."
- "Another factor is Max's dependability and consistency. As a manager, this creates comfort in a team. They know what to expect and as a result the operation runs more smoothly."
- "You are always balanced and thoughtful. I have always admired your thought process."

Peers

- "Max's greatest strength is his desire to continuously improve [the organization]. Whether it is through technology or other methods, he proactively works to make us a better organization."
- "Max is a very caring and supportive team member... He is always willing to pitch in where needed..."
- "Most IT folks I've met have been reluctant to help even when based in the same office. You have made an art form of fixing problems from 5000 miles away!!!"

Staff

- "I just wanted to tell you again what a great experience it has been to have you as site leader."
- "He makes everyone feel like his or her opinion matters."
- "Thanks for really being someone I could depend on through this--in getting work done and in being there for me to ask questions or to get help from."