Assistant Network Administrator

ROBERT SMITH

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Objective

To obtain a position in Information systems technology, that will offer growth, advancement, and a learning environment. Maintains accurate account records and monitors budget expenditures for telecommunications service and equipment; maintains an accurate computerized inventory of equipment and lines/services.

Skills

Mac OS X, Microsoft, Customer Service, Technical Support.

Work Experience

Assistant Network Administrator

ABC Corporation - March 2009 – June 2014

- Responsible for managing new hires and setting up new workstations.
- Managed mobile technology and devices.
- Managed Barracuda Spam and Virus Firewall to work with Exchange.
- Managed, maintained and provided support for collections software, Debtmaster.
- Responsible for ensuring successful file imports from respective clients using Debtmaster.
- Assisted with mass data migration from old software to new software Database maintenance using SQL, queries, and excel.
- Administered copier/fax/printer rights and usage.

Assistant Network Administrator

Delta Corporation - 2008 – 2009

- Tasked with the design, layout, setup and implementation of an electronic medical records system for the long term care facility.
- Updated facility workstations and server hardware and software to meet minimum vendor requirements.
- Performed break fix on existing equipment and carried out basic maintenance on the facilities PBX phone system.
- Contact Info Contact Person Gary McDaniel Job Description Assists Network Administrator in various system admin tasks Provide customer support .
- Assisted with administration over several hundred servers Designed and implemented security processes and procedures Performed cost benefit analysis .
- Installed GPS hardware into concrete mixer trucks.
- Implemented GPS tracking software to monitor location and status of trucks Wrote inter-office memos and newsletters Updated and maintained servers .

Education

Computer Information Systems - June 2011(IvyTech Community College)

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